

MINUTES of MEETING of ARGYLL AND BUTE HSCP CLINICAL AND CARE GOVERNANCE COMMITTEE held BY MICROSOFT TEAMS on THURSDAY, 1 JUNE 2023

Present:

Graham Bell (Chair)

Fiona Davies	Councillor Amanda Hampsey
Jean Boardman	Councillor Douglas Philand
Rebecca Helliwell	Alison McGrory
Elizabeth Higgins	Brian Reid, as substitute for David Gibson

Attending:

Sarah Compton Bishop, Chair of NHS Highland Board
Linda Currie, Associate Director of AHP
Allyson Turnbull-Jukes, Director of Psychology
Duncan Clark, Clinical Director for Child and Adolescent Mental Health Service
Evan Beswick, Head of Primary Care
Jillian Torrens, Head of Adult Services
Margo Howatson, Clinical Governance Manager
Charlotte Craig, Business Improvement Manager
James Brooks, Performance and Information Team Manager
Lynsey Innis, Senior Committee Assistant, Argyll and Bute Council

It was noted that at the IJB meeting, held on 31 May 2023, Graham Bell had taken on the role of Vice Chair of the IJB and subsequently the role of Chair of the Clinical and Care Governance Committee with immediate effect, following the successful recruitment of Sarah Compton Bishop to the role of Chair of the NHS Highland Board.

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting.

Apologies for absence were intimated on behalf of:-

Fiona Thomson, Associate Director of Pharmacy
David Gibson, Head of Children, Families and Justice/Chief Social Work Officer
Caroline Cherry, Head of Health and Community Care

2. MINUTES

The Minute of the Clinical and Care Governance Committee, held on 6 April 2023 was approved as a correct record.

3. ACTION LOG

Having given consideration to the Action Log, the following updates were agreed:-

- Action 1 Jillian Torrens provided a verbal update on the waiting times in Cowal and Bute and confirmed that a report would be brought to the next meeting of the group highlighting the progress made in further reducing waiting times. It was also agreed that the Lead, which was currently noted as Dr Rebecca Helliwell would be updated to read Jillian Torrens. To remain on the action log as an action for the August 2023 Committee meeting.
- Action 2 It was agreed that this would be monitored by the Chair and the Business Improvement Manager outwith the meeting. To be removed from the action tracker.
- Action 3 As item was on agenda for discussion at item 9, it was agreed to remove from the action tracker.

4. HEALTH & SOCIAL CARE PARTNERSHIP - PERFORMANCE REPORT - FQ4 (JAN TO MAR 2022/23)

Consideration was given to a report and a power point presentation which detailed the HSCP performance for financial quarter 4 (January to March 2023) and contained information in relation to the new service specific performance indicators.

Decision

The Clinical and Care Governance Committee:-

1. Acknowledged performance for FQ4 (January to March 2023).
2. Recognised the development and delivery of the new digital performance reporting Dashboard as part of the new Integrated Performance Management Framework.
3. Noted the System Pressure Report, attached as Appendix 1 to the report.
4. Noted the Delayed Discharge Sitrep for March 2023, attached as Appendix 2 to the report.

(Reference: Report by Senior Performance and Improvement Manager, dated 1 June 2023, submitted)

5. CLINICAL GOVERNANCE GROUP

Having noted that the Clinical and Care Governance Group, which supports operational clinical and care governance, receives improvement actions and considers operational items raised by exception, the Committee gave consideration to a report which provided an update on the activity within the Group, noting assurance on this level of the framework.

Decision

The Clinical and Care Governance Group noted the continuing development of the group and the developing agenda.

(Reference: Report by Clinical Governance Manager, dated 1 June 2023, submitted)

Councillor Dougie Philand joined the meeting during discussion of agenda item 5 (Clinical Governance Group)

6. JOINT COMPLAINTS PERFORMANCE

Consideration was given to a verbal update by the Clinical Governance Manager on the Joint Complaints Performance. Ms Howatson advised that the Clinical Governance team continue to assist and review current complaint handling strategies to ensure that timely quality responses are provided. She outlined the upcoming training planned for complaint handling on 9 June 2023, which will include investigating and compiling responses. She further advised that this training would be delivered jointly with Social Work to gain a greater understanding of the processes between the HSCP.

Decision

The Clinical and Care Governance Committee:-

1. Noted the information provided.
2. Agreed that this item be brought back to the next meeting of the Committee with both Health and Social Care complaints data being provided in the same format.

7. DASHBOARD REPORT

Consideration was given to the dashboard report, which provided information on Stage 2 complaints; adverse events recorded in NHS Highland between February 2023 and April 2023; the total number of incidents recorded in Argyll and Bute over the last 13 months; the total number of incidents recorded by site over the last 13 months; the number of Significant Adverse Event Review (SAER) information declared in NHS Highland as compared to Argyll and Bute for same period; the total number of Argyll and Bute hospital inpatient falls and falls with harm over the last 13 months; the total number of grade 2-4 pressure ulcers within Argyll and Bute over the last 13 months; data in relation to infection rates within Argyll and Bute; medical errors; and violence and aggression incidents by location.

Decision

The Clinical and Care Governance Committee agreed to note the information provided.

(Reference: Report by Associate Director of Nursing, dated 1 June 2023, submitted)

8. ALLIED HEALTH PROFESSIONALS (AHP'S) - BI-ANNUAL REPORT

The Committee gave consideration to the bi-annual report of the Allied Health Professionals (AHP's) in Argyll and Bute. The report included information relating to

the services covered by the professionals; an update from functional/locality Clinical Care and Governance groups; impact analysis; risk assessment; data and information and improvement actions.

Decision

The Clinical and Care Governance Group noted the update and supported the actions contained within the report.

(Reference: Report by Associate AHP Director, dated 1 June 2023, submitted)

9. PROGRESS OF THE DEVELOPMENT OF OPERATIONAL RISK REGISTERS

Consideration was given to a report which provided an update on the progress of the development of the Operational Risk Registers and an outline of the next phase of works which included the development of a Risk Management training package for Managers.

Decision

The Clinical and Care Governance Committee:-

1. Noted the current operational risk monitoring activity.
2. Noted the planned development of work in progress.

(Reference: Report by Clinical Governance Manager, dated 1 June 2023, submitted)

10. AGENCY WORKER UTILISATION NHS HIGHLAND BOARD AREA

Having noted that a review of the use of registered and non-registered nursing and midwifery agency workers had resulted in a directive being provided for staff in respect of the use of agency staff, the Committee gave consideration to a report that outlined the required changes to agency utilisation.

Decision

The Clinical and Care Governance Committee noted the required changes to agency utilisation.

(Reference: Report by Associate Director of Nursing, dated 1 June 2023, submitted)

11. DATE OF NEXT MEETING

The Clinical and Care Governance Committee noted that their next meeting was scheduled to take place on Thursday, 3 August 2023.