

**An Initial meeting of the Health and Social Care Moray Clinical Governance Group**  
**To be held on**  
**Thursday 7<sup>th</sup> February 2019.**  
**1300 - 1500**  
**Room1, Unit 9c Southfield Drive**  
**V/C available**

**AGENDA**

***Strategic Risks to be identified***

<b>Approx Timing</b>	<b>Item</b>	<b>Lead</b>	<b>Ref</b>
	Closed Session by invitation		
1.	Welcome & apologies		
	a) Role and Remit	GT	*
	b) Membership (including distribution)	GT	*
	c) Approval of reporting format/structure/template/schedule/standing agenda items	ALL	*
2.	Minute of previous meeting		
3.	a) Matters arising		
	b) Action Tracker		
4.	Summary report of developments in Clinical Governance		
	a) Update from Quality and Safety Forum, Grampian Area	GT/ LH	
5.	Summary of Health and Social Care Morays' Quality Assurance Reports from Clinical Service Group/Departments. The following reports have been received: (proposed format		
	a) Reporting Calendar	PM	*
	b)		
6.	Quarterly summary report on External Reports, Audits and Reviews of Health and Social Care Moray services		
	a) Audit / Guidelines	LT	
	b) HEI visits and Action Plans - update		
	c) HSE Action Plan – update		
7.	Summary of External Reports/Guidelines/Reviews relevant to Health and Social Care Moray but not specifically about Health and Social Care Moray		
	a) OPAH Inspection Report St John's Hospital Oct18	LT	
8.	Summary of Internal Assurance Information		

**KEY**

\*Attached #Verbal Report ~ To follow

- a) Incidents, Occurrences and Adverse Events, Sharing Success PM
- b) Duty of Candour LT/  
PM
- c) Feedback, (including complaints & compliments) PM
- d) Dental Level 1 Report LS
- 9. Feedback from Clinical & Care Governance Committee (Nov 2018)
  - a) Agreed items for escalation to C&CGC (DONM 28<sup>th</sup> Feb) ALL
  - b) Successes/ Good Practice ALL
- 10. Key Messages
- 11. Date and Time of Next Meeting; **7<sup>th</sup> March 2019. 13:00 – 15:00**
  - a) Reports required from:
    - Children's Services
    - District Nursing
    - Mental Health
    - Podiatry
  - b) Standing item reports:
    - Adverse Events and DoC
    - Feedback
    - Morbidity and Mortality
    - Risk Management

**KEY**

\*Attached #Verbal Report ~ To follow