



**MINUTE OF MEETING OF THE INTEGRATION JOINT BOARD  
CLINICAL AND CARE GOVERNANCE COMMITTEE**

**Thursday, 25 February 2021**

**remote locations via video conference**

**PRESENT**

Mr Sandy Riddell, Cllr Frank Brown, Mr Ivan Augustus, Mr Simon Bokor-Ingram, Mrs Jane Mackie, Dr Malcolm Metcalfe, Mr Sean Coady, Mrs Jeanette Netherwood and Ms Sam Thomas

**APOLOGIES**

Ms Pauline Merchant and Mrs Jane Ewan

**IN ATTENDANCE**

Also in attendance at the above meeting was Mrs Isla Whyte, Interim Support Manager, as clerk to the Board.

**1. Chair of Meeting**

The meeting was chaired by Mr Riddell.

**2. Welcome and Apologies**

The Chair welcomed everyone to the meeting and apologies were noted.

**3. Declaration of Member's Interests**

There were no declarations of Members' Interest in respect of any item on the agenda.

**4. Minute of Board Meeting dated 29 October 2020**

The Minute of the meeting dated 29 October 2020 was submitted for approval.

The Board agreed to approve the minute as submitted.

## **5. Action Log of Board Meeting dated 29 October 2020**

The Action Log of the meeting dated 29 October 2020 was discussed and updated accordingly at the meeting.

## **6. Clinical Governance Group Escalation Report**

A report by Sean Coady, Head of Service, informs the Committee of progress and exceptions reported to the Clinical and Care Governance Group during quarter 3 of 2020/21 (1 October up to 31 December 2020).

The Clinical Governance Group became the Clinical and Care Governance Group (CCG Group). The group is co-chaired by Ms Sam Thomas, Chief Nurse – Moray, and Mrs Jane Mackie, Head of Service/ CSWO.

An overview of papers that went through CCG Group during quarter 3 are set out in the report, as are areas of achievement. There has been some delay in progressing some actions due to the ongoing response to the pandemic and focus on the COVID-19 Vaccination Programme.

Mr Coady assured the Committee that the Clinical Risk Management (CRM) Group continues to meet every two weeks to discuss adverse events, complaints and risks. The group comprises of senior management, clinical leads, chief nurse and relevant service managers/ consultants.

It was noted complaints relating to COVID-19 vaccination programme are being managed centrally. Moray specific information can be incorporated into the report for the next committee.

There has been one Level 1 review required during quarter 3. Although the report states it will be complete by the end of February 2021, Mr Coady confirmed it is now complete. As previously stated all Level 1 and 2 reviews are discussed and monitored at the fortnightly CRM meeting.

Dr Metcalfe, chair of the corporate CRM, is progressing work with colleagues for those complaints that transcend services i.e. primary and secondary care.

The group discussed complaints and assurance was given by Mr Coady that all complaints are monitored by CRM to ensure they are progressing accordingly. Complaints received into Datix are often multi-faceted and include more than one service, which can impact on response times due to the level of investigation and coordination required.

From the data presented regarding adverse events, it shows a steady increase in 'near misses' by quarter. Ms Thomas advised this rise may be as a result of recent work with staff in relation to Datix reporting and encouraging the reporting of any near misses. She also advised that at the next meeting with Charge Nurses they will start a 'deep dive' process to focus on how, what and why something requires to be reported, and that work, as it moves forward, will identify any trends.

The Chair thanked Mr Coady for the report, which gives assurance that progress is being made despite the current situation and there is the appropriate governance and safeguards in place.

The Committee noted the contents of the report.

## **7. Progress Update on Clinical and Care Governance Report**

A report by the Chief Officer provides an update to the Committee of the governance arrangements in place during the COVID-19 lockdown December 2020 to date, and progress in relation to the review of clinical and care governance arrangements and assurance framework following the workshop in January 2020.

Mrs Jeanette Netherwood presented the report and advised the associated action plan is in place and will be driven forward by the Clinical and Care Governance Group.

The Chair recalled the workshop held in January 2020 and the offer of support from Nick Fluck and Caroline Hiscox. The Chair is keen to take up that offer and build on what is in place and suggests a workshop in 2022 to take stock. The Chief Officer suggested a joint workshop with clinical and care governance committees across Grampian.

Mrs Mackie concluded discussions stating a learning point from responding to COVID-19 is the ability to provide assurance and governance in a supportive and helpful way. This has been demonstrated through governance procedures put in place to support Care Homes, Direct Payment Carers and Care at Home Providers. Real benefits have been realised with positive relationships established.

The Committee noted the governance arrangements during the continuing response to COVID-19 and the update on progress with output from the Clinical and Care Governance Workshop held in January 2020.

The committee welcomes a further progress update in August 2021.

The meeting closed at 13:29