



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

Thursday, 30 May 2019

Alexander Graham Bell Centre, Moray College, Moray Street, Elgin, IV30 1JJ

PRESENT

Mr Ivan Augustus, Mr Sean Coady (NHS), Ms Pam Gowans, Mrs Linda Harper, Ms Jane Mackie, Dr Malcolm Metcalfe, Jeanette Netherwood, Mr Sandy Riddell, Dr Graham Taylor, Mrs Val Thatcher

APOLOGIES

IN ATTENDANCE

Ms Eilidh MacKechnie, Corporate Communications Officer, Health & Social Care Moray and Mrs Caroline Howie, Committee Services Officer as Clerk to the meeting.

1 Chair of Meeting

The meeting was chaired by Mr Sandy Riddell.

2 Welcome

Mr Riddell welcomed Ms Eilidh MacKechnie, Corporate Communications Officer, Health & Social Care Moray, to her first meeting as an observer.

3 Declaration of Member's Interests

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

4 Minute of Meeting dated 28 February 2019

The Minute of the meeting of the Moray Integration Joint Board Clinical and Care Governance Committee dated 31 August 2018 was submitted and approved.

5 Action Log of Meeting dated 28 February 2019

The Action Log of the Moray Integration Joint Board Clinical and Care Governance Committee dated 28 February 2019 was discussed and it was noted that all items due, other than the following, had been completed.

Item 2 - Health Care Standards - Implementation - the Chair sought clarification on who would be providing the verbal report on progress of completion of the self-reflection tool from Scottish Government. On being advised there was no one available to provide the update he requested an email be issued to update all members.

Mrs Harper entered the meeting during discussion of this item.

6 Social Work Governance Arrangements

A report by the Chief Social Work Officer (CSWO) presented Committee with information in relation to professional social work governance.

Lengthy discussion took place on how communication takes place between different professions and what accessibility there is for the CSWO to ensure any concerns raised are addressed in a timely manner. It was stated there are different systems in use that can make the sharing of information challenging.

The CSWO outlined proposals to hold briefing meetings with Board and Council members to highlight any issues and matters for attention.

The Corporate Manager advised an operational group had been established between Aberdeen City Integration Joint Board (IJB), Aberdeenshire IJB and Moray IJB to look at solutions to challenges around access to information.

Thereafter the Committee agreed to note the content of the report.

Dr Taylor and Mr Coady entered the meeting during discussion of this item.

7 Complaints and Adverse Events - Quarter 4

Under reference to paragraph 7 of the Minute of the meeting dated 28 February 2019 a report by the Chief Officer informed the Committee of Health and Social Care Moray (HSCM), complaints and incidents reported in Quarter 4 (January - March 2019).

During discussion it was stated that the report was helpful to Committee and provided assurance that complaints and adverse events were being reviewed as required. It was further stated that the inclusion of information on how any lessons learned were being disseminated following investigations would be beneficial in future reports.

The Committee were in agreement that good practice should also be captured and staff should be encouraged to report compliments as well as complaints received. To this end Committee requested that a newsletter be developed to communicate quality and learning to focus on good outcomes to be incorporated in the communications strategy.

Thereafter the Committee agreed to note:

- i. the complaints and adverse events summary for Quarter 4 (January - March 2019) shown in appendix 1 of the report;
- ii. further investigation and development will be undertaken to align reporting mechanisms and timescales, where practicable;
- iii. a mechanism will be developed to collate Audit, Quality Assurance and Quality Improvement Activity in HSCM, to provide assurance and confidence that appropriate and relevant audit, evaluation and monitoring activities are taking place;
- iv. development of a newsletter about quality and learning to focus on good outcomes to be incorporated in the communications strategy; and
- v. future reports will include exception reporting from the HSCM Clinical Governance Group.

8 Care Home Large Scale Investigation 2018

Under reference to paragraph 5 of the Minute of the meeting dated 31 May 2018 a confidential report by the Chief Social Work Officer informed the Committee of the actions taken as a result of the Large Scale Investigation which was undertaken at a Care Home in Elgin.

DATIX (the system used for capturing information) was discussed and it was stated that the system was sometimes underutilised as it was possible to automate the production of regular reports, therefore reducing workload involved in producing these each time they were required. It was further stated this may be due to lack of knowledge in using the system.

Committee requested this be investigated and a report in relation to Care Homes be provided to a future meeting.

Thereafter the Committee agreed to:

- i. note the contents of the report and the actions taken as a result of the Large Scale Investigation; and
- ii. seek a further report on the use of DATIX in relation to Care Homes.