



MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

CLINICAL AND CARE GOVERNANCE COMMITTEE

FRIDAY 2 FEBRUARY 2018

PRESENT

VOTING MEMBERS

Professor Amanda Croft	Executive Board Member, NHS Grampian
Councillor Shona Morrison	Moray Council

NON-VOTING MEMBERS

Mr Ivan Augustus	Carer Representative
Ms Pam Gowans (via telephone link)	Chief Officer, Moray Integration Joint Board
Mrs Linda Harper	Lead Nurse, Moray Integration Joint Board
Dr Ann Hodges	Registered Medical Practitioner, Non Primary Medical Services
Ms Jane Mackie	Head of Adult Health and Social Care, Health and Social Care Moray
Dr Graham Taylor	Registered Medical Practitioner, Primary Medical Services
Mrs Val Thatcher	PPF Representative

IN ATTENDANCE

Ms Patricia Morgan	Service Manager Primary Care Contracts
Mr Sandy Thomson	Lead Pharmacist

APOLOGIES

Mr Sean Coady	Head of Primary Care, Specialist Health Improvement and NHS Community Children's Services, Health and Social Care Moray
Ms D Barron	Clinical Governance Facilitator, NHS Grampian

1.	DECLARATION OF MEMBERS' INTERESTS
	There were no declarations of Members' interests in respect of any item on the agenda.
2.	MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD CLINICAL AND CARE GOVERNANCE COMMITTEE DATED 3 NOVEMBER 2017
	The minute of the meeting of the Moray Integration Joint Board Clinical and Care Governance Committee dated 3 November 2017 was submitted and approved.
3.	ACTION LOG DATED 3 NOVEMBER 2017
	The Action Log of the Moray Integration Joint Board Clinical and Care Governance Committee dated 3 November 2017 was discussed and it was noted that all items due had been completed.
4.	UPDATE TO CLINICAL AND CARE GOVERNANCE FRAMEWORK
	<p>A report by the Chief Officer (CO) presented the Moray Integration Joint Board (MIJB) Scheme of Administration, a section of which supersedes the Clinical and Care Governance Framework, for consideration.</p> <p>During discussion it was agreed that having at least two clinicians at each meeting would provide more robust consideration for clinical governance, it was further agreed that named deputies should also be requested for the clinicians.</p> <p>The Head of Adult Health and Social Care was of the opinion that an Allied Health Professional (AHP) would be a beneficial addition to the membership, which would also bring the number of clinicians to five.</p> <p>As no one was otherwise minded it was agreed to seek an AHP to join the membership of the Committee.</p> <p>Thereafter the Committee agreed to:</p> <ol style="list-style-type: none"> i) note the Scheme of Administration (agreed by the MIJB on 31 August 2017), as attached at Appendix 1 of the report; ii) task the CO with amending the Scheme of Administration Clinical and Care Governance Committee provisions, as set out in Section B of the appendix to the report, with the following changes: <ul style="list-style-type: none"> • quorum to be amended to 1 voting member and 2 clinicians; • AHP to be included in the membership; • point 4 of the Remit and Powers to be amended and iii) task the CO with taking a report with the above recommendations to the MIJB meeting in March 2018.
5.	PROPOSED CHANGE TO MEETING DATES 2018/2019
	<p>A report by the Chief Officer recommended changes to the schedule of meetings for 2018/19 as attached at Appendix 1 of the report.</p> <p>Following consideration the Committee agreed to recommend the changes to the Integration Joint Board in March 2018.</p>

6.	ANNUAL ASSURANCE REPORT TO NHS GRAMPYAN CLINICAL GOVERNANCE COMMITTEE
	<p>A report by the Chief Officer presented the annual assurance report submitted to NHS Grampian Clinical Governance Committee in November 2017.</p> <p>Thereafter the Committee agreed to note the report.</p>
7.	UPDATED CLINICAL AND CARE GOVERNANCE OPERATIONAL ARRANGEMENTS
	<p>A report by the Head of Adult Services and Social Care & Head of Primary Care, Specialist Health Improvement and NHS Community Children's Services provided an update on the operational clinical and professional governance arrangements, incorporating the Grampian Mental Health and Learning Disabilities structure.</p> <p>The Head of Adult Services advised the relationship shown with Mental Health required further work to reflect where it sits in the organisation and where reporting structures lie.</p> <p>Discussion took place on links and reporting structures shown for some sectors; in some instances the hierarchy appeared to be inconsistent.</p> <p>During further discussion it was agreed the Head of Adult Services would review changes required with the Registered Medical Practitioner, Non Primary Medical Services, and provide a further report to the next meeting of the Committee.</p> <p>Thereafter the Committee agreed to:</p> <ul style="list-style-type: none"> i) note the report; and ii) task the Head of Adult Services with providing a further report to the next meeting.
8.	DUTY OF CANDOUR CONSULTATION
	<p>A report by the Chief Officer advised of new Duty of Candour arrangements being implemented from 1 April 2018.</p> <p>Discussion took place on requirements to ensure procedures are in place to identify and follow through with any learning required following reporting of incidents.</p> <p>The Head of Adult Services advised she was of the opinion this should be handled through the Operational Management Team and as no one was otherwise minded this was agreed.</p> <p>Thereafter the Committee agreed to:</p> <ul style="list-style-type: none"> i) note the new Duty of Candour arrangements being implemented from 1 April 2018; and ii) task the Head of Adult Services with raising the need for procedures to identify and follow through any learning required following reporting of incidents.

9.	QUARTERLY SUMMARY REPORTS ON EXTERNAL REPORTS, AUDITS AND REVIEWS FOR MORAY
	<p>External reports on the following subjects, all of which were published in October 2017, were presented for consideration:</p> <ul style="list-style-type: none"> • Re-audit of Elgin Young Person’s Diabetes Clinic User Experience: December 2016 – February 2017 • Physiotherapy Telephone Assessment User and Staff Experience Audit: Westhill and Peterhead Department: May – July 2016 • Audit of Record Keeping – School Nursing 2015/16 • Audit of Children and Young People Community Nursing Record Keeping in NHS Grampian Health Visitors 2015/16 <p>The Chief Officer advised it hadn’t been possible to get officers to speak to these reports and apologised for the lack of covering reports.</p> <p>The Chair was of the opinion the Chief Officer should discuss with appropriate personnel outwith the meeting if these reports would need to come to a future meeting with covering reports.</p> <p>Thereafter, as no one was otherwise minded the Committee agreed to:</p> <ol style="list-style-type: none"> i) note the reports; and ii) task the Chief Officer with discussing the need for the return of the reports to a future Committee. <p>Ms Morgan entered the meeting at this juncture.</p>
10.	PRIMARY CARE CONTRACTS TEAM
	<p>A report by the Service Manager Primary Care Contracts (PCC) informed the Committee of the ongoing work on current primary care contracts.</p> <p>Discussion took place on various aspects of what the PCC team cover, how they handle complaints and adverse events and the capacity within a small team.</p> <p>Thereafter the Committee agreed to note the report.</p> <p>Mr Thomson entered the meeting during discussion of this item.</p> <p>Ms Morgan left the meeting at this juncture.</p>
11.	COMMUNITY PHARMACY
	<p>A report by the Lead Pharmacist provided information on the clinical and care governance framework developed to monitor community pharmacy.</p> <p>In response to a query from Dr Taylor the Lead Pharmacist advised he would he would welcome the opportunity to have more regular engagement with contractors however with limited staff resources this wasn’t possible.</p> <p>Thereafter the Committee agreed to note the report.</p>



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CLINICAL AND CARE GOVERNANCE COMMITTEE

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ACTION LOG

ITEM NO.	TITLE OF REPORT	ACTION REQUIRED	DUE DATE	ACTION BY
1.	Action Log Dated 3 November 2017	All actions due were completed.	----	----
2.	Update to Clinical and Care Governance Framework	Present recommendations to Board – quorum to include 2 clinical members (with identified substitutes); allied health professional to be invited to become a member.	March 2018	Pam Gowans
3.	Proposed Change to Meeting Dates 2018/2019	Changes as detailed in the appendix to the report to be presented to the Board.	March 2018	Pam Gowans
4.	Updated Clinical and Care Governance Operational Arrangements	Update and report to next Committee.	May 2018	Jane Mackie
5.	Duty of Candour Consultation	Refer to Operational Management Team.	March 2018	Jane Mackie
6.	Quarterly Summary Reports on External Reports, Audits and Reviews for Moray	Decide if reports presented should go to a future meeting and if so ensure covering reports provided and someone in attendance to speak to reports.	May 2018	Pam Gowans

