

# ANNUAL ASSURANCE REPORT



<b>Report to:</b>	<b>Angus IJB Audit Committee</b>	<b>Agenda Item:</b>
<b>Date of Meeting:</b>		

<b>Report by:</b>	<b>Gail Smith, Head of Community Health &amp; Care Services (North Angus) / Executive Lead for Audit, Improvement and Performance</b> <b>Alison Clement, Angus Clinical, Care &amp; Professional Governance Forum Chair</b>
<b>For the year:</b>	<b>1 April 2018 - 31 March 2019</b>

## 1. COMPOSITION

During the financial year ended 31 March 2019 membership of Angus Clinical, Care & Professional Governance Forum comprised:

### Chairperson and Vice-Chairperson

<b>Name</b>	<b>Job Title</b>	<b>Date Joined or Resigned if during year</b>
Dr Alison Clement	Clinical Director (Chair)	
Mr Jim Foulis	Associate Nurse Director (Vice Chair)	

### Members

<b>Name</b>	<b>Job Title</b>	<b>Date Joined or Resigned if during year</b>
Mr George Bowie	Head of Community Health and Care Services, North Angus (Executive Lead for Strategic Planning)	
Mr Ivan Cornford	Independent Provider Representative	
Ms Pamela Davidson	Lead Nurse, Infection Prevention and Control	
Ms Vivienne Davidson	Principal Planning Officer, Strategic Planning & Performance	

<b>Name</b>	<b>Job Title</b>	<b>Date Joined or Resigned if during year</b>
Ms Angela Dunlop	Angus Council Team Leader, Information Governance	Joined 26 September 2018
Ms Karen Fletcher	Angus HSCP Lead Nurse	
Ms Jillian Galloway	Head of Prison Healthcare, Out of Hours and Custody and Forensic Medical Services	
Ms Jane Haskett	General Manager, Primary Care Services	
Ms Linda Kennedy	Service Manager, Learning Disabilities	
Ms Kathryn Lindsay	Chief Social Work Officer	
Dr Ian Logan	Consultant Physician, Medicine for the Elderly	Joined 26 September 2018
Ms Michelle Logan	Angus Pharmacy Lead	
Dr Douglas Lowdon	Consultant, Acute and Elderly Medicine	Resigned July 2018
Ms Susan MacLean	Service Manager, Adult Care Management	
Mr Peter McAuley	Service Manager, Substance Misuse/Drugs and Alcohol/Homelessness/Volunteering	
Ms Angela Murphy	Angus Allied Health Professional Lead	
Ms Liz Murray	Clinical Team Manager, Community Hospital/MIU	Resigned 16 October 2018
Ms Tracey Passway	Clinical Governance and Risk Management Team Leader	
Ms Liz Paterson	Clinical Team Manager, Medicine for the Elderly	
Ms Fiona Rennie	Principal Officer, Clinical & Care Governance	
Ms Jillian Richmond	Service Manager, Accommodation/Homecare	
Ms Hazel Scott	General Manager, Public Health Directorate	
Ms Gail Smith	Head of Community Health and Care Services, North Angus (Executive Lead for Audit, Improvement and Performance)	
Mr Bill Troup	Head of Integrated Mental Health Services	
Ms Sharlaine Walker	Planning Manager, Adult Mental Health	Resigned 14 June 2018
Ms Mandy Warden	Clinical Team Manager, Psychiatry of Old Age	
Mr Keith Whitefield	Angus HSCP Data Protection Officer	Joined 30 May 2018

### In Attendance/Advisors (*Non-Voting*)

Name	Job Title	Date Joined
Ms Lynn Baird	Tayside Podiatry Improvement Lead	25 September 2018 meeting only
Ms Angela Cunningham	Head of Service, NHS Tayside Out of Hours	30 May 2018 & 6 February 2019 meetings only
Ms Doreen Donald	AHP Operations Manager/Lead for Complex Care for Physical Disabilities	25 July 2018 & 6 February 2019 meetings only
Mr Alan Gibbon	NHS Tayside Senior Chaplain, Professional Lead: Person Centred Care	26 September 2018 meeting only
Ms Gail Crammond	Infection Control Nurse	25 July 2018 meeting only
Ms Lisa Henry	Service Manager, Tayside Continence Lead	26 September 2018 meeting only
Ms Kerri Hollis	Health Visitor	25 July meeting only
Ms Ann Jack	Infection Control Nurse	30 May 2018 meeting only
Ms Karen Johnston	Community Macmillan Clinical Nurse Specialist	25 July 2018 meeting only
Ms Sharon McFadyen	Macmillan Clinical Nurse Specialist	25 July 2018 meeting only
Ms Lee Sievwright	Tayside Podiatry Manager	26 September 2018 meeting only

A record of attendance is annexed to this report as appendix 1.

## 2. REMIT

### Purpose

The purpose of the report is to provide an assurance to the Angus Integration Joint Board (IJB) Audit Committee on the work undertaken by the Angus Clinical Care & Professional Governance Forum during 1 April 2018 to 31 March 2019.

### Objectives or Responsibilities

- Review and enquiry about strategic risks being managed across the Angus HSCP and action progressed to mitigate risk
- Review and enquiry to demonstrate there are systems to embed care and clinical governance at all levels from front line staff to the IJB and to drive a culture of continuous improvement
- Sharing and learning from best practice and innovative ways of working in relation to clinical, care and professional governance across the Health & Social Care Partnership

## 3. BUSINESS

The Business considered by the Angus Clinical, Care & Professional Governance Forum during 2018/19 has addressed the remit and function of the Forum; profiling national policy and local application of policy and guidance that affects practice.

Action notes of the meetings of the Angus Clinical, Care & Professional Governance Forum have been timeously submitted to the Angus HSCP Executive Management Team and to the NHS Tayside Clinical Quality Forum Committee for review and discussion.

The Forum met on five occasions during the period from 01 April 2018 to 31 March 2019 on the undernoted dates:

- 30 May 2018
- 25 July 2018
- 26 September 2018
- 05 December 2018
- 06 February 2019

## 4. OUTCOMES

The business and outcomes achieved from the Angus Clinical, Care & Professional Governance Forum are illustrated in appendix 2.

## 5. RISKS

The Angus Clinical, Care & Professional Governance Forum receives an update report on the following Corporate Strategic Risks at each meeting:

Risk 1 Sustainability of Primary Care Services/Managed 2C Practices

Risk 1a Sustainability of Out of Hours Services – *reduced to Operational Risk Status December 2018*

Risk 2 Prescribing Management

Risk 3 Effective Financial Management

Risk 4 Enhanced Community Support

*Risk 5 Clinical, Care & Professional Governance & 6 Implementation of Strategic Planning Priorities Archived March 2018*

Risk 7 Performance Management

Risk 8 Workforce Optimisation

Risk 9 Complex and Co-existing Conditions

Risk 10 Compliance with GDPR and Data Protection Act 2018

Risk 11 Commissioned Service Provider Failure

Risk 12 European Union (EU) Withdrawal

## 6. CONCLUSION

As Chair of the Angus Clinical, Care & Professional Governance Forum during financial year 2018/19, I am satisfied that the integrated approach, the frequency of meetings, the breadth of the business undertaken, and the range of attendees at meetings of the Angus Clinical, Care & Professional Forum has allowed us to fulfil the Forum's remit.

I would like to pay tribute to the dedication and commitment of fellow members of the Angus Clinical, Care & Professional Governance Forum and to all attendees. I would like to thank all members of staff who have prepared reports and attended meetings of the Clinical, Care & Professional Governance Forum, and express thanks to the Clinical Governance Administrator for her support of the Forum.



(signed)

**17.04.19**

**GAIL SMITH**

**Head of Community Health & Care Services/  
Executive Lead for Audit, Improvement & Performance**

**ALISON CLEMENT**

**Clinical Director/Chair, Angus Clinical Care & Professional Governance Forum**

**APPENDIX 1**

**Angus HSCP**

**Attendance Record**

**Clinical, Care & Professional Governance Forum 1 April 2018 – 31 March 2019**

		<b>30 May 2018</b>	<b>25 July 2018</b>	<b>26 September 2018</b>	<b>05 December 2018</b>	<b>06 February 2019</b>
<b>Members</b>						
Mr George Bowie	Head of Community Health and Care Services, North Angus (Executive Lead for Strategic Planning)	present	present	present	present	present
Dr Alison Clement	Clinical Director (Joint Chair)	present	apologies	present	present	present
Mr Ivan Cornford	Independent Provider Representative	apologies	present	present	present	present
Ms Pamela Davidson	Lead Nurse, Infection Prevention and Control	represented by Ann Jack	represented by Gail Crammond	apologies	present	apologies
Ms Vivienne Davidson	Principal Planning Officer, Strategic Planning & Performance	present	apologies	present	present	apologies
Ms Angela Dunlop	Angus Council Team Leader, Information Governance			present	apologies	apologies
Ms Karen Fletcher	Angus HSCP Lead Nurse	present	present	present	present	present
Mr Jim Foulis	Associate Nurse Director (Joint Chair)	apologies	apologies	present	apologies	present
Ms Jillian Galloway	Head of Prison Healthcare, Out of Hours and Custody and Forensic Medical Services	represented by Angela Cunningham	apologies	present	present	represented by Angela Cunningham
Ms Jane Haskett	General Manager, Primary Care Services	apologies	apologies	apologies	apologies	present
Ms Linda Kennedy	Service Manager, Learning Disabilities	present	present	present	present	apologies
Ms Kathryn Lindsay	Chief Social Work Officer	apologies	apologies	apologies	apologies	apologies
Ms Michelle Logan	Angus Pharmacy Lead	present	apologies	apologies	apologies	present
Dr Douglas Lowdon	Consultant, Acute and Elderly Medicine	apologies	apologies			

		<b>30 May 2018</b>	<b>25 July 2018</b>	<b>26 September 2018</b>	<b>05 December 2018</b>	<b>06 February 2019</b>
Dr Ian Logan	Consultant Physician, Medicine for the Elderly			present	apologies	apologies
Ms Susan MacLean	Service Manager, Adult Care Management	present	present	apologies	present	present
Mr Peter McAuley	Service Manager, Substance Misuse/Drugs and Alcohol/Homelessness/Volunteering	apologies	apologies	apologies	apologies	present
Ms Angela Murphy	Angus Allied Health Professional Lead	present	represented by Doreen Donald	apologies	apologies	represented by Doreen Donald
Ms Liz Murray	Clinical Team Manager, Community Hospital/MIIU	apologies	present	apologies		
Ms Tracey Passway	Clinical Governance and Risk Management Team Leader	present	apologies	present	present	present
Ms Liz Paterson	Clinical Team Manager, Medicine for the Elderly	present	present	present	apologies	apologies
Ms Fiona Rennie	Principal Officer, Clinical & Care Governance	present	present	present	apologies	present
Ms Jillian Richmond	Service Manager, Accommodation/Homecare	present	apologies	present	present	present
Ms Hazel Scott	General Manager, Public Health Directorate	present	apologies	apologies	apologies	present
Ms Gail Smith	Head of Community Health and Care Services, North Angus (Executive Lead for Audit, Improvement and Performance)	present	present	present	present	apologies
Mr Bill Troup	Head of Integrated Mental Health Services	present	present	apologies	present	present
Ms Sharlaine Walker	Planning Manager, Adult Mental Health	apologies				
Ms Mandy Warden	Clinical Team Manager, Psychiatry of Old Age	apologies	present	present	apologies	apologies
Ms Keith Whitefield	Angus HSCP Data Protection Officer	present	present	present	present	present

<b>In Attendance (Non Voting)</b>		<b>30 May 2018</b>	<b>25 July 2018</b>	<b>26 September 2018</b>	<b>5 December 2018</b>	<b>6 February 2019</b>
Ms Angela Cunningham	Head of Service, Tayside Out of Hours	present				present
Ms Ann Jack	Infection Control Nurse	present				
Ms Sharon McFadyen	Macmillan Clinical Nurse Specialist		present			
Ms Karen Johnston	Community Macmillan Clinical Nurse Specialist		present			

		<b>30 May 2018</b>	<b>25 July 2018</b>	<b>26 September 2018</b>	<b>5 December 2018</b>	<b>6 February 2019</b>
Ms Keri Hollis	Health Visitor		present			
Ms Lynn Baird	Tayside Podiatry Improvement Lead			present		
Ms Lee Sievwright	Tayside Podiatry Manager			present		
Ms Lisa Henry	Service Manager, Tayside Continence Lead			present		
Mr Alan Gibbon	Senior Chaplain, Professional Lead: Person Centred Care			present		



**ANGUS CLINICAL, CARE & PROFESSIONAL FORUM****SCHEDULE OF BUSINESS CONSIDERED DURING THE PERIOD 1 APRIL 2018 TO 31 MARCH 2019****30 MAY 2018**

Clinical, Care & Professional Governance Performance Exception Reporting;

- Out of Hours/Forensic Medical and Custody Healthcare Service Report
- Independent Providers Services Report

Review of Angus Clinical, Care & Professional Governance Terms of Reference

Cluster Involvement in Quality Assurance

Review of Angus Health Data Packs with key areas noted

Angus HSCP Future Performance Dataset

Review of draft Clinical, Care & Professional Governance report which forms part of the annual report to IJB

Review of Partnership Datix Report

Review of SCEA Learning Summary – Self Harming Behaviours/Suicide and learning shared

Learning shared from LAER GP Practice – Firearm Adverse Incident

LAER – Transitional Learning Disabilities

Angus District Nursing and Care Management Report

Review of Information Governance SBAR Report and endorsement of proposed governance arrangements for information sharing

Review and approval of Angus HSCP Business Classification Scheme and Retention Schedule

Risk Discussion regarding actions progressed to mitigate risk and addition of risks 9 and 10;

1. Sustainability of Primary Care Services/ Managed/ 2C Practices
  - 1a. Sustainability of Out of Hours Service
2. Prescribing Management
3. Effective Financial Management
4. Enhanced Community Support
7. Performance Management
8. Workforce Optimisation
9. Complex and Co-existing Conditions
10. Compliance with GDPR and Data Protection Act 2018

Internal Audit – Clinical, Care & Professional Governance Report No AN05/18 action plan and assignment of actions

Notification of planned Internal Audit, Risk Management AN04/18

Review of Inspection reports;

- Care Inspectorate, The Gables, Forfar
- Mental Welfare Commission Themed Visit to People with Dementia in Community Hospitals

Duty of Candour training awareness

Angus HSCP Complaints Analysis for the period 1<sup>st</sup> May 2017 to 31<sup>st</sup> March 2018

Items for Information/Sharing within Teams included;

- Healthcare Improvement Scotland SIGN 151 Management of Stable Angina
- Healthcare Improvement Scotland consultation, Breast Screening Standards
- NHS Tayside Report and Action Plan in response to Staphylococcus Aureus Bacteraemia
- NMC Fitness to Practice Consultation
- CMO Realistic Medicine
- Getting it Right Newsletter, Spring 2018
- Angus HSCP Workforce Plan, April 2018 – March 2020
- Protected Learning Time Dates 2018/19
- Medication Omissions Workshop, 21 May 2018
- Dyson Fans Alert
- Primary Care Independent Contractors R3 Group Minute of 16 January 2018
- Angus CMHS R3 Group, Action Note of 18<sup>th</sup> May 2018
- Angus Clinical Partnership Group Minute of 21 March 2018
- Accommodation/Homecare Self Evaluation Action Note of 14 May 2018
- Angus AHP Management Meeting Action Note of 20 March 2018

## **25 JULY 2018**

Patients and/or Carers Administration of Subcutaneous Medication by Intermittent Injections via Cannula: Adult Palliative Care Update

Clinical, Care & Professional Governance Performance Exception Reporting;

- Allied Health Professional Services Report
- Assessment and Care Management /Occupational Therapy/First Contact Services Report
- Adult Services Report incorporating Community Hospitals, Medicine for the Elderly, Psychiatry of Old Age, Minor Illness and Injury Units and District Nursing Services
- Angus Children, Young People and Families Service Report
- Angus IJB Report for Staphylococcus Aureus Bacteremia (SABs), January to May 2018

Review of draft Angus CCPG Terms of Reference

Review of Angus Health Data Packs with key areas noted

Review of Partnership Datix Report

Consideration of Personal Data Breaches report, May to July 2018

Review and endorsement of NHS Tayside Pressure Ulcer Prevention and Care for Adult in the Community Policy

Practice Development

Risk Discussion regarding actions progressed to mitigate risk;

1. Sustainability of Primary Care Services/ Managed/ 2C Practices
- 1a. Sustainability of Out of Hours Service
2. Prescribing Management
3. Effective Financial Management
4. Enhanced Community Support
7. Performance Management
8. Workforce Optimisation
9. Complex and Co-existing Conditions
10. Compliance with GDPR and Data Protection Act 2018

Internal Audit, Risk Management AN04/18 update

Provision of NHS Healthcare Tasks in Community Settings Progress Update

Guardianship Supervision and update on recommendations

Review of Inspection Reports;

- Mental Welfare Commission visit to Prosen Unit, Whitehills HCCC

Learning shared from SPSO Complaint Upheld

Items for Information/Sharing within Teams included;

- Scottish Government, Transforming Specialist Dementia Hospital Care, June 2018
- Scottish Government, A Healthier Future – Scotland's Diet & Healthy Weight Delivery Plan, July 2018
- NHS Tayside Getting it Right Newsletter, June 2018
- Allied Health Professional Newsletter, Issue 35, Spring 2018
- Angus Alcohol & Drugs Partnership Service User Feedback 2018
- Angus HSCP Information Sharing Memorandum of Understanding
- Angus Adult Services Improvement Group Action Note, 4 April 2018
- Angus Adult Services Operational Group Action Note, 4 April 2018
- Angus AHP Management Meeting Action Note, 17 April 2018
- Continence Advisory Treatment Service Team Meeting Action Note, 11 June 2018
- Continence Advisory Treatment Service Nurse Meeting Action Note, 19 June 2018
- Angus Community Mental Health Clinical, Care & Professional Governance Group Action Note, 15 June 2018

## 26 SEPTEMBER 2017

Clinical, Care & Professional Governance Performance Exception Reporting;

- Podiatry Service Annual Report
- Accommodation and Homecare Report
- Listening Service Update

Review of Clinical and Care Governance Workshop of 7 June 2018 Output Report

Review of Angus Health Clinical Governance Data Packs. Following an in depth discussion regarding the robustness and relevance of the information contained within the pack, it was agreed to suspend provision of the data packs to allow Clinical, Care & Professional Governance R3 Groups to identify, collate and prioritise their information requirements

Angus HSCP Future Performance Dataset/Template discussion

Review of Partnership DATIX report

Review of Personal Data Breaches, August 2018 report

Health & Social Care Standards & Quality Framework for Care Homes for Older People

- Care Inspectorate, New Inspections that reflect the Health & Social Care Standards
- Reporting Mechanism

Mental Health Governance Arrangements

Mental Welfare Commission (MWC) Review of Reporting Requirements in Respect of Suicide

NEWS Chart and Structured Response for Community

Sharing Learning from Local Adverse Event Review (LAER)/Significant Clinical Event Analysis (SCEA) – Pressure Ulcer Adverse Incident

HIS Learning from Adverse Events through Reporting and Review – A National Framework for Scotland, July 2018

NMC Standards/Preparing Workforce for the Future

Confirmation of Death by Registered Healthcare Professionals in Scotland

Improving Services for People with Continence, approval of SBAR

Risk Discussion regarding actions progressed to mitigate risk;

1. Sustainability of Primary Care Services/ Managed/ 2C Practices
- 1a. Sustainability of Out of Hours Service
2. Prescribing Management
3. Effective Financial Management
4. Enhanced Community Support
7. Performance Management
8. Workforce Optimisation
9. Complex and Co-existing Conditions
10. Compliance with GDPR and Data Protection Act 2018

Review and discussion regarding governance arrangements related to the provision of healthcare tasks in community settings

Internal Audit, Risk Management AN04/18

Patient Safety Alert NHS/PSA/2018/005 – Resources to Support Safer Bowel Care for Patients at Risk of Autonomic Dysreflexia

Update on Complaints

Review and discussion regarding Care Inspectorate new inspections that reflect Health & Social Care Standards

Review of Inspection Reports;

- Mental Welfare Commission (MWC) report on announced visit to Rowan and Willow Units, Stracathro Hospital, 25 June 2018
- Care Inspectorate report on unannounced visit to Lilybank Resource Centre Support Service, 19 July 2018
- Announced Inspection, Beech hill House, Forfar
- MWC Themed Visit to people with Dementia in Community Hospitals – Angus Action Plan
- HM Inspectorate of Prisons Scotland – HMP Perth Inspection

CMO Taskforce HIS Standards for Healthcare and Forensic Medical Services for People who have Experienced Rape, Sexual Assault or Child Sexual Abuse

Duty of Candour – Residential Care Homes

Items for Information/Sharing within Teams included;

- Scottish Government, Improving Scotland's Health – A more Active Scotland: Scotland's Physical Activity Delivery Plan
- Scottish Government, Improving Scotland's Health – A Healthier Future – Framework for the Prevention, Early Detection and Early Intervention of Type 2 Diabetes
- Scottish Government, Every Life Matters, Prevention Action Plan
- Scottish Government, Health & Social Care Self Directed Support, Scotland 2016-17
- Joint NHST & HSCPs Pressure Ulcer Prevention & Care for Adults in the Home or Homely Setting Policy
- NHS Tayside Getting it Right Clinical Governance & Risk Management Newsletter, July 2018
- NHS Tayside Getting it Right for Children & Families across NHS Tayside
- Tayside's Quality Improvement Programme (TQuIP)
- NHS Tayside Health & Safety Questionnaire Feedback
- NHS Tayside Infection Prevention & Control Newsletter
- Angus AHP Management Group Action Note of 17 July 2018
- Angus HSCP Health & Safety Management Group Minute of 8 May 2018
- Angus Community Mental Health Services R3 Action Points of 17 August 2018

## 05 DECEMBER 2018

Clinical, Care & Professional Governance Performance Exception Reporting;

- Angus HSCP Report of Community Acquired Staphylococcus Aureus Bacteremia (SABs), January to October 2018, Individuals Resident in Angus Locality
- National Monitoring Framework to Support Safe, Clean Auditing
- Community Adult Mental Health Services Report

Primary Care Board Feedback and endorsement of recommendations outlined within the Clinical Governance in Primary Care paper

Pentana presentation resulting in agreement to support the adoption of this system

Review and discussion regarding the Angus CCPG Reporting Template/RELECT Template. Agreement to establish a short life working group to progress this work

Discussion and agreement to establish a Performance Review Panel

Review of Partnership DATIX report

Review of Personal Data Breaches, September to November 2018 report

Approval of Schedule of Meetings & Reporting Calendar 2019

Awareness and discussion regarding submission of Angus IJB Records Management Policy (RMP) 2019 to the Keeper of the Records of Scotland. Agreement to establish an RMP Folder on Huddle to facilitate input from Forum members to inform final drafting process

Buccal Midazolm - requirement for education resource

Agreement and approval of proposal identified within Non Medical Prescribing in Care Homes paper

Discussion regarding operational risk relating to Transcribing of Medication by Community Nurses

CMO Taskforce HIS Standards for Healthcare and Forensic Medical Services for People who have experienced rape – Action plan update on current position

Sharing Learning from Local Adverse Event Review (LAER)/Significant Clinical Event Analysis (SCEA)

- Links Health Centre
- Borderline Personality Pathway positive feedback from SPSO

Risk discussion regarding actions progressed to mitigate risk;

1. Sustainability of Primary Care Services/ Managed/ 2C Practices
- 1a. Sustainability of Out of Hours Service – agreement reached to downgrade this risk to operational status
2. Prescribing Management
3. Effective Financial Management
4. Enhanced Community Support
6. Implementation of Strategic Planning Priorities
7. Performance Management
8. Workforce Optimisation
9. Complex and Co-existing Conditions
10. Compliance with GDPR and Data Protection Act 2018

11. Commissioned Service Provider Failure – new emerging risk. A draft Board Assurance Framework was presented for comment

Internal Audit, Risk Management AN04/18 progression

Complaints Analysis Update

Review of Inspection Reports;

- Care Inspectorate, Unannounced Inspection Report, Beech Hill House Care Home Service, 13 August 2018
- Care Inspectorate, Cairnie Lodge Care Centre

Inspection Report Interface Working Group discussion noting that a system has now been set up for monitoring inspection reports

Items for information/sharing within Teams;

- Scottish Government Local Delivery Plan Standard: Alcohol Brief Interventions National Guidance 2018/ 19
- NACAP Audit
- Scottish Urinary Tract Infection Network Newsletter, September 2018
- Guidance and Information for Young People Moving from Young People's to Adult Mental Health Services, Your Transition Care Plan
- NES Carer Involvement in Hospital Discharge, Carers (Scotland) Act 2016
- NHS Tayside Getting it Right Clinical Governance & Risk Management Newsletter, September & October 2018
- Community Nursing, Adult & Older Peoples Services, Ear Assessment & Irrigation Guidance, September 2018
- Scottish Government Inpatient Experience Survey Results
- Angus Clinical Partnership Group Minute of 19 September 2018
- Angus Locality Health & Safety Management Group Minute of 14 August 2018
- Angus Community Mental Health Team Action Points Update of 16 November 2018
- Accommodation & Homecare Monthly Self Evaluation Meeting Note of 10 September 2018
- Primary Care Independent Contractors Governance Group Minute of 3 July 2018

## 06 FEBRUARY 2019

Forum Membership review and discussion

Clinical, Care & Professional Governance Performance Exception Reporting;

- Angus Integrated Drug & Alcohol Recovery Service (AIDARS) Service Report
- Primary Care Services SBAR Report
- General Practice/Primary Care Report
- Prescribing Improvement Plan

Update on completion of work and disbandment of Healthcare Tasks Group

Review of General Practice Datix Report, November & December 2018

Review of Personal Data Breaches, December 2018 – January 2019

Records Management Plan update and request for final amendments prior to submission to the Keeper on 4 March 2019

Scottish Infection Control Audit Framework, agreement and approval to establish a short life working group to develop a joint policy and guidance for Partnership Staff, adopting the national framework

Phase 1 Mobility Project – Stakeholder Discovery Report v1.3, 25 September 2018, noting that Community Teams in Angus contributed to this response

Establishment of Information Sharing Memorandum of Understanding (MoU) agreement between Angus IJB, NHS Tayside and Angus Council and accompanying template for information sharing agreements under the supplementary MoU

Local Adverse Event Review (LAER)/Significant Clinical Event Analysis (SCEA)

- Discussion and agreement to establish an Angus Adverse Event Management Scrutiny Group to provide assurance in relation to, and the quality of Adverse Event Management. This Group will be a sub group of the Angus CCPG Forum reporting on a 6 monthly basis

Risk Discussion regarding actions progressed to mitigate risk;

1. Sustainability of Primary Care Services/Managed 2C Practices
2. Prescribing Management
3. Effective Financial Management
4. Enhanced Community Support
7. Performance Management
8. Workforce Optimisation
9. Complex and Co-existing Conditions
10. Compliance with GDPR and Data Protection Act 2018
11. Commissioned Service Provider Failure – this risk was accepted for addition to the Angus HSCP Corporate Strategic Risk Register

An emerging risk was noted relating to European Union (EU) Withdrawal. A Board Assurance Framework will be completed for consideration at the next scheduled meeting on 17 April 2019

Discussion in relation to Operational Instructions. Agreement to establish a short life working group to undertake the updating work with a Professional Lead appropriate to the subject matter. An implementation plan will be developed

Discussion and agreement regarding review of drug costs by Community Mental Health R3 Group



#### Inspection Monitoring Report;

- Acknowledgement that a reporting mechanism format has now been developed. Quarterly reporting to the Forum will commence at the next scheduled meeting on 17 April 2019

#### Items for Information/sharing within Teams;

- Perth & Kinross Joint Inspection of Adult Health & Social Care Services Update, 14 January 2019
- Care Inspectorate/Health Improvement Scotland (HIS) Services for Older People in the City of Edinburgh, Progress Review Following Joint Inspection, December 2018
- HIS/iHub Enabling Health & Social Care Improvement, Healthcare Improvement Scotland's Improvement Hub (ihub) Impact Report 2017-18
- Scottish Government, Review of the Arrangements for Investigating the Deaths of Patients being Treated for Mental Disorders, December 2018
- Getting it Right, Clinical Governance & Risk Management Newsletter, December 2018
- Intelligence Alert, 05-2018-19, January 2019, Unsolicited approach to obtain patient information from GP Surgery
- MWC Good Practice Guide, Carers & Confidentiality, December 2018
- Angus Anticoagulation Clinical Audit Results 2018
- Health & Social Care Staff Experience Report 2018
- Angus HSCP Community Mental Health Clinical, Care & Professional Governance Action Note of 21 January 2019
- Angus AHP Management Meeting Action Note of 16 October 2018
- Angus Integrated Drug & Alcohol Recovery Service, Clinical, Care & Professional Governance Group R3 Minute of 14 December 2018
- Angus Clinical Partnership Group Minute of 31 October 2018
- Accommodation & Homecare Monthly Self Evaluation Meeting Note of 12 November 2018