

TERMS OF REFERENCE



Date approved:		Agenda Item:
Approved by:		

Name of Group Angus Care Home Huddle

Established by

Chief Officer

Purpose

To oversee the operational response to COVID-19 in Angus Care Homes

Objectives or Responsibilities

- Consider issues pertaining to individual care homes highlighted from daily data returns for a) immediate action b) reporting to Oversight Group
- Coordinate support for care homes in Angus across multiple agencies involved.
- Provide Assurance to the Tayside Care Home Oversight group regarding the Angus response for care homes
- Oversee the co-ordination of NHS and/or council staff providing nursing and social care staff to work within specific care homes
- Ensure that the provision of Personal Protective Equipment (PPE) to all Angus care homes is satisfactory
- Oversee the coordination of the clinical response to support people with COVID-19 in care homes (staff and residents)
- Ensure Adult protection issues identified are managed and reported appropriately
- Ensure that care provided is centred around the needs and expressed wishes of the individual or their representatives, including ensuring that AWI/Guardianship duties are fulfilled
- To seek support from the Oversight Group with issues which cannot be resolved in this Operational Group

Scope

In Scope	Not in Scope
Coordination of visits to Angus care homes Operational oversight of HSCP services Oversight of guidance implementation	Development of guidance

Chairperson

Dr Alison Clement, Associate Medical Director, Angus HSCP

Lead Officer or Support Officer

Pam McIntosh

Membership

Name	Job Title
Shona Adam	Care Inspectorate Representative (unable to attend zoom)
George Bowie	Head of Service (South), Social Work Professional, Lead officer Adult Protection
Daniel Chandler	Consultant in Public Health (medical)
Alison Clement (Chair)	AMD Angus HSCP, General Practitioner
Ivan Cornford	Independent Provider Representative, Scottish Care
Linda Dalrymple	Lead Nurse for Infection Prevention and Control
Vivienne Davidson	Strategic Planning Officer
Karen Fletcher	Lead Nurse Angus HSCP
Jerry Forteach	Programme Manager, Social Work Professional
Jillian Galloway	Head of Service (North)
Linda Kennedy	Service Manager Adult LD, Social Work Professional
Kathryn Lindsay	Chief Social Worker, Angus Council
Douglas Lowdon	AMD Acute Medicine, Consultant (medical) MFE
Pam McIntosh	Administrator
Susan Maclean	Service Manager Older People, Social Work Professional
Tina McMichael	Advanced Specialist Nurse, Public Health
Liz Murray	District Nursing Manager, District Nurse
Liz Patterson	Manager Medicine for the Elderly
Jillian Richmond	Service Manager Accommodation and Home Care, Social Work Professional
Lee Robertson	AMD Older People Service, Consultant (medical) POA
James Shaw	Consultant (medical) MFE
Charles Sinclair	Associate Nurse Director
Gail Smith	Chief Officer, RN
Addis Taye	Consultant (medical) in Public Health
Bill Troup	Head of Service (Mental Health, Workforce)
Mandy Warden	Manager Psychiatry of Older Age, RMN

Accountability

Angus HSCP COVID Local Response Team
Tayside Care Home Oversight Group

Delegated Authority

- To oversee and coordinate the response to COVID-19 in care homes, responsible to Angus HSCP Chief Officer

Quorum

Member of Angus HSCP executive management team
Nursing Professional
Social Work Professional

Frequency of Meetings

Daily initially, frequency to be varied according to needs

Reporting Arrangements

Group Reported To	Frequency
Angus HSCP COVID Local Response Team Tayside Care Home Oversight Group	Weekly

Order of Business

Standing Items:	<ul style="list-style-type: none">ApologiesAction NoteAction Note UpdateFeedback from Oversight GroupReview of Current OutbreaksAdult Protection concernsWorkforce Issues
Scheduled Reports for Decision:	<ul style="list-style-type: none">
Scheduled Reports for Information:	<ul style="list-style-type: none">Care Home Visiting Schedule (Mondays)

Monitoring and Review

Review after 3 months (26th August 2020)

Rules of Conduct

- Respect for all professional roles and accountabilities at all times
- Raise hand if wish to speak and chair will introduce speaker
- Respect the confidentiality of care homes, residents, staff and others
- Respect the sensitive nature of the conversation at times which may be upsetting for those involved, particularly those who are directly affected by illness and death in care homes at this time due to COVID-19
- All members should be able to raise business and concerns with parity of esteem, the chair will prioritise according to the prioritisation of risk