

ANNUAL ASSURANCE REPORT



Report to:	Angus IJB Audit Committee	Agenda Item:
Date of Meeting:	24 June 2019	16

Report by:	<p>Alison Clement, Angus Clinical, Care & Professional Governance Forum Chair</p> <p>Jillian Galloway, Head of Community Health & Care Services (North Angus) / Executive Lead for Audit, Improvement and Performance (February 2020 to date)</p> <p>Gail Smith) Head of Community Health & Care Services (April 2019 – January 2020)</p> <p>Executive Lead for Audit, Improvement & Performance</p>
For the year:	1 April 2019 - 31 March 2020

1. COMPOSITION

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

Chairperson and Vice-Chairperson

Name	Job Title	Date Joined or Resigned if during year
Dr Alison Clement	Clinical Director (Chair)	
Mr Jim Foulis	Associate Nurse Director (Vice Chair)	Resigned May 2019
Mr Charlie Sinclair	Associate Nurse Director (Vice Chair)	Joined May 2019

Members

Name	Job Title	Date Joined or Resigned if during year
Mr George Bowie	Head of Community Health and Care Services, South Angus (Executive Lead for Strategic Planning)	
Mr Ivan Cornford	Independent Provider Representative	
Ms Angela Cunningham	Justice Healthcare Service Manager	
Ms Pamela Davidson	Lead Nurse, Infection Prevention and Control	
Ms Vivienne Davidson	Principal Planning Officer, Strategic Planning & Performance	
Ms Doreen Donald	Community Nursing Service Manager	Joined February 2019 / Resigned March 2020
Ms Karen Fletcher	Angus HSCP Lead Nurse	
Ms Jillian Galloway	Head of Prison Healthcare, Out of Hours and Custody and Forensic Medical Services / Head of Community Health and Care Services, North Angus	Resigned January 2020
Ms Jillian Galloway	Head of Community Health and Care Services, North Angus (Executive Lead for Audit, Improvement and Performance)(Interim) Head of Out of Hours and Custody and Forensic Medical Services	Joined February 2020
Mr Allan Gibbon	NHS Tayside Senior Chaplain	
Ms Rhona Guild	Angus Primary Care Manager	
Ms Morag Hambleton	AHP Service Manager	
Ms Lisa Henry	Service Manager, Tayside Continence Lead	12/06/2019
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	Resigned Nov 2019
Ms Michelle Logan	Angus Pharmacy Lead	
Ms Susan MacLean	Service Manager, Adult Care Management	
Mr Peter McAuley	Service Manager, Substance Misuse/Drugs and Alcohol/Homelessness/Volunteering	

Name	Job Title	Date Joined or Resigned if during year
Ms Angela Murphy	Angus Allied Health Professional Lead	
Ms Tracey Passway	Clinical Governance and Risk Management Team Leader	
Ms Liz Paterson	Clinical Team Manager, Medicine for the Elderly	
Ms Lisa Prudom	Unscheduled Primary Care Manager	17/04/2019
Ms Fiona Rennie	Principal Officer, Clinical & Care Governance	
Ms Jillian Richmond	Service Manager, Accommodation/Homecare	
Ms Gail Smith	Head of Community Health and Care Services, North Angus (Executive Lead for Audit, Improvement and Performance)	Resigned January 2020
Ms Gail Smith	Chief Officer, Angus HSCP	Joined January 2020
Mr Bill Troup	Head of Integrated Mental Health Services	
Ms Mandy Warden	Clinical Team Manager, Psychiatry of Old Age	
Mr Keith Whitefield	Angus HSCP Data Protection Officer	

In Attendance/Advisors (*Non-Voting*)

Name	Job Title	Date Joined
Ms Jennifer Birse	Personal Assistant (Recorder)	07/08/2019, 28/10/2019, 06/01/2020,10/02/2020
Mr Stephen Brown	Infection Prevention and Control	17/04/2019, 12/06/2019
Ms Linda Dalrymple	Infection Prevention and Control	10/02/2020
Ms Eileen Downham	Locality Lead, Community Nursing	06/01/2020
Mr Paul Feltham	Information Systems and Performance Officer	17/04/2019
Ms Liz Murray	Locality Lead, Community Nursing	28/10/2019, 10/02/2020
Mr Graeme Shand	Senior Charge Nurse / Clinical Improvement AIDARS	10/02/2020
Ms Joanne Sinclair	Clinical Care and Professional Governance Administrator (Recorder)	12/06/2019
Ms Fiona Waddell	Project Support Officer (Recorder)	17/04/2019

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 2019 to 31 March 2020.

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 2019/20 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 six occasions during the period from 01 April 2019 to 31 March 2020 on the undernoted dates:

- 17 April 2019
- 12 June 2019
- 07 August 2019
- 28 October 2019
- 06 January 2020 (rescheduled from 04 December 2019)
- 10 February 2020

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 2 Prescribing Management

Risk 3 Effective Financial Management

Risk 4 Enhanced Community Support (archived June 2019)

Risk 7 Performance Management

Risk 8 Workforce Optimisation

Risk 9 Complex and Co-existing Conditions (Archived August 2019)

Risk 10 Compliance with GDPR and Data Protection Act 2018 (Archived January 2020)


Risk 11 Commissioned Service Provider Failure

Risk 12 European Union (EU) Withdrawal (Tayside Wide risk)

6. CONCLUSION

As Chair of the Angus Clinical, Care & Professional Governance Forum during financial year 2019/20, 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.



ALISON CLEMENT

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

JILLIAN GALLOWAY (February 2019 to Date)

Head of Community Health & Care Services/

Executive Lead for Audit, Improvement & Performance

**Gail Smith April 2019 – January 2019)Head of Community Health & Care Services/
Executive Lead for Audit, Improvement & Performance**

APPENDIX 1

Angus HSCP

Attendance Record

Clinical, Care & Professional Governance Forum 1 April 2019 – 31 March 2020

		17 April 2019	12 June 2019	07 August 2019	28 October 2019	06 January 2020	10 February 2019
Members							
Mr George Bowie	Head of Community Health and Care Services, North Angus (Executive Lead for Strategic Planning)	Present	Present	Present	Present	Present	Present
Dr Alison Clement	Clinical Director (Joint Chair)	Present	Present	Present	Present	Present	Present
Mr Ivan Cornford	Independent Provider Representative	Apologies	Present	Apologies	Apologies	Present	Present
Ms Pamela Davidson	Lead Nurse, Infection Prevention and Control	S Brown attended OBO	S Brown attended OBO	Present	Present	Apologies	L Dalrymple attended OBO
Ms Vivienne Davidson	Principal Planning Officer, Strategic Planning & Performance	Present	Apologies	Present	Present	Apologies	Apologies
Ms Doreen Donald	Community Nursing Service Manager, Angus		Present	Present	L Murray attended OBO	E Downham attended OBO	L Murray attended OBO
Ms Karen Fletcher	Angus HSCP Lead Nurse	Present	Present	Present	Present	Present	Present
Mr Jim Foulis	Associate Nurse Director (Joint Chair)	Apologies					
Ms Jillian Galloway	Head of Prison Healthcare, Out of Hours and Custody and Forensic Medical Services	Apologies	Apologies	Apologies	Apologies	Present	Present
Ms Rhona Guild	Primary Care Manager / LTC Lead	Apologies	Apologies	Apologies	Apologies	Apologies	Apologies
Ms Morag Hambleton	AHP Service Manager			Apologies	Present	Present	Apologies
Ms Jane Haskett	General Manager, Primary Care Services	Apologies	Apologies	Apologies	Apologies	Apologies	Apologies
Ms Linda Kennedy	Service Manager, Learning Disabilities	Present	Present	Present	Apologies	Present	Apologies
Ms Kathryn Lindsay	Chief Social Work Officer	Apologies	Apologies	Apologies	Apologies	Apologies	Apologies
Ms Michelle Logan	Angus Pharmacy Lead	Apologies	Present	Apologies	Present	Present	Present

Dr Douglas Lowdon	Consultant, Acute and Elderly Medicine	Apologies					
Dr Ian Logan	Consultant Physician, Medicine for the Elderly	Apologies	Apologies	Apologies	Present		
Ms Susan MacLean	Service Manager, Adult Care Management	Present	Apologies	Apologies	Present	Present	Present
Mr Peter McAuley	Service Manager, Substance Misuse/Drugs and Alcohol/Homelessness/Volunteering	Apologies	Present	Present	Apologies	Apologies	Present
Ms Angela Murphy	Angus Allied Health Professional Lead	Present	Apologies	Present	Present	Apologies	Apologies
Ms Tracey Passway	Clinical Governance and Risk Management Team Leader	Apologies	Apologies	Apologies	Present	Present	Present
Ms Liz Paterson	Clinical Team Manager, Medicine for the Elderly	Present	Present	Present	Present	Present	Apologies
Ms Lisa Prudom	Head of Service, Out of Hours, Kingsross	Present	Apologies	Apologies	Apologies	Apologies	Apologies
Ms Fiona Rennie	Principal Officer, Clinical & Care Governance	Present	Present	Present	Present	Present	Present
Ms Jillian Richmond	Service Manager, Accommodation/Homecare	Apologies	Present	Apologies	Apologies	Present	Apologies
Mr Charlie Sinclair	Associate Nurse Director		Apologies	Apologies	Apologies	Present	Present
Ms Gail Smith	Head of Community Health and Care Services, North Angus (Executive Lead for Audit, Improvement and Performance)	Present	Apologies	Present	Present	Present	Apologies
Mr Bill Troup	Head of Integrated Mental Health Services	Present	Present	Present	Apologies	Present	Present
Ms Mandy Warden	Clinical Team Manager, Psychiatry of Old Age	Apologies	Apologies	Present	Present	Present	Apologies
Ms Keith Whitefield	Angus HSCP Data Protection Officer	Present	Present	Apologies	Present	Present	Present

In Attendance (Non Voting)		17 April 2019	12 June 2019	07 August 2019	28 October 2019	06 January 2020	10 February 2019
Ms Jennifer Birse	Personal Assistant (Recorder)			Present	Present	Present	Present
Mr Stephen Brown	Infection Prevention and Control	Present (OBO P Davidson)	Present (OBO P Davidson)				
Ms Angela Cunningham	Justice healthcare Service Manager						

Ms Linda Dalrymple	Infection Prevention and Control						Present (OBO P Davidson)
Ms Eileen Downham	Locality Lead, Community Nursing					Present	
Mr Paul Feltham	Information Systems and Performance Officer	Present					
Mr Allan Gibbon	NHS Tayside Senior Chaplain						
Ms Lisa Henry	Service Manager, Tayside Continence Lead		Present				
Ms Liz Murray	Locality Lead, Community Nursing				Present (OBO D Donald)		Present (OBO D Donald)
Ms Liz Paterson	Clinical Team Manager, Medicine for the Elderly	Present	Present		Present	Present	
Ms Lisa Prudom	Unscheduled Primary Care Manager	Present					
Mr Graeme Shand	Senior Charge Nurse / Clinical Improvement AIDARS					Present	
Ms Joanne Sinclair	Clinical Care and Professional Governance Administrator (Recorder)		Present				
Ms Fiona Waddell	Project Support Officer (Recorder)	Present					

ANGUS CLINICAL, CARE & PROFESSIONAL FORUM**SCHEDULE OF BUSINESS CONSIDERED DURING THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020****17 APRIL 2019**

Clinical, Care & Professional Governance Performance Exception Reporting;

- Noted Out of Hours/Forensic Medical and Custody Healthcare Service Report
- Noted Learning Disability / Autism Service Report

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

Annual Assurance Report and Workplan

- Documents approved

Performance Review

REFLECT Proposal Feedback

Excellence in Care

Assurance Framework 2018/2019

Personal Data Breaches

General Practice Datix

- Report noted.

Draft Information Governance Strategy – Information Governance Working Group,

- Agreed the draft strategy should be distributed for consultation

Adults with Incapacity

- Agreed to develop a local implementation group in anticipation of changes in legislation.

Local Adverse Event Review / Significant Clinical Event Analysis.

- Attention drawn to the submitted documents.

Resetting the Risk Management and Assurance Processes in Tayside including the new role for the Audit and Assurance Committee effective from 01 April 2019

Angus HSCP Corporate Strategic Risk Framework

- Sustainability of Primary Care
Agreed to request consideration of this risk at Tayside level
- Prescribing management.
Noted ongoing improvement.
- Effective Financial Management.

Noted a paper regarding this risk has been submitted to the Angus IJB.

- Enhanced Community Support.

Noted this risk is now green and can be archived.

- Performance Management.

No change to current risk exposure rating.

- Workforce Optimisation.

Noted this risk has returned to 'red'

- Complex and Coexisting Conditions.

- No change to current risk exposure rating.

- Compliance with GDPR and Data Protection Act 2018.

Agreed to downgrade to 'amber' with a view to archive in June.

- Commissioned Service Provider Failure.

Noted recent failure of Care Home business which may impact provision. Full implications not yet clear. Ongoing monitoring in place.

- EU Withdrawal.

- No change to current risk exposure rating.

Complaints.

- Noted no report submitted to meeting. Request for update at next CCPG 12 June 2019

Inspection Reports.

- Attention drawn to the submitted report. Noted 43 inspections are due in the coming year.

12 JUNE 2019

CLINICAL, CARE & PROFESSIONAL GOVERNANCE & PERFORMANCE EXCEPTION REPORTING

- Noted Continence Report – exceptions
- Noted Independent Providers Report – exceptions

ANGUS HSCP CLINICAL, CARE & PROFESSIONAL GOVERNANCE PERFORMANCE REPORTING

- Performance Review .
Agreed to review within the Heads of Service group and report back to CCPG.
- Excellence in Care.
Draft document submitted for discussion.
- Assurance Framework 2018/2019.
Noted Angus Council complaints will be submitted to the August meeting.
- Personal Data Breaches.
The group noted the current systems in place are effective.

IMPLEMENTATION OF THE SCOTTISH INFECTION CONTROL AUDIT FRAMEWORK

- Noted the report and agreed that no common themes have been identified.

PROTECTING PEOPLE IN ANGUS

- Protecting People Referrals to AccessLine. Noted the new process will be shared with CCPG when finalised.

LOCAL ADVERSE EVENT REVIEW (LAER)/SIGNIFICANT CLINICAL EVENT ANALYSIS (SCEA)

- Near Miss Reporting. Report noted and agreed this would be taken forward in the newly established Adverse Management Group.

CORPORATE RISK MANAGEMENT EXCEPTION REPORTING;

Risk Matrix

- Risk 1 Sustainability of Primary Care Services.
The Board Assurance Framework will be updated for the next meeting.
- Risk 2 Prescribing Management.
Noted the Prescribing Strategy was approved at the recent Prescribing Management Meeting. Agreed to retain at current level.
- Risk 3 Effective Financial Management.
Paper submitted to Angus IJB meeting on 26 June 2019.
- Risk 7 Performance Management.
Noted updated Board Assurance Framework is due for August meeting.
- Risk 8 Workforce Optimisation.
Retain at current level. Enquiries to be made on impact of recruitment is impacting service provision / strategic planning.
- Risk 9 Complex and Co-existing Conditions.
Downgraded and agreed to archive at August meeting.
- Risk 10 Compliance with GDPR and Data Protection Act 2018.
Agreed to retain current risk level and possible archive of risk at August meeting.
- Risk 11 Commissioned Service Provider Failure.
Agreed to retain current risk level.
- Risk 12 EU Withdrawal .
Noted no further development at present.
- Risk 13 Reduced Corporate Capacity.
Noted paper expected to August meeting.

Emerging Risks

- Emerging Risks
- Learning and Development Procurement.
Noted this is being considered within corporate capacity.
- Mental Health Medical Care.
Agreed this risk will be held by Perth and Kinross HSCP who host this part of the service.
- Older People's Board.
Agreed to hold as operational risk within individual services.

COMPLAINTS

- Noted complaints are now on the newly established Adverse Management Group agenda.

Community Nursing Adult Services – Transcribing.

- Noted agreement that the test of change is to be stopped.

GIRF Refresh.

- The reporting structure was discussed and it was agreed that those present would provide feedback.

Revised Business Classification.

- CCPG accepted the submitted paper.

07 AUGUST 2019

CLINICAL, CARE & PROFESSIONAL GOVERNANCE & PERFORMANCE EXCEPTION REPORTING

- Noted Adult Services/Allied Health Professionals report
- Noted Adult Care Management/OT/Older People/Enablement report

ANGUS HSCP CLINICAL, CARE & PROFESSIONAL GOVERNANCE PERFORMANCE REPORTING

- Assurance Framework 2018/2019.
Noted the requirement to establish a Clinically led falls group, with a requirement to feedback progress and an improvement report.
- Personal Data Breaches.
The submitted report was noted and no questions were raised in relation to the report.
- Information Asset Register.
The submitted report was noted and discussion took place, agreeing to defer the report to the October meeting for further consideration.

MSG PROGRESS WITH INTEGRATION ACTION PLAN

Draft Improvement Plan. Discussed with following points noted.

- GIRFE refresh. Ongoing. Meetings taking place regularly.
- Adverse Management Group has been established.
- Risk Register. Developments ongoing and monitoring systems has been implemented.
- Single IT System to support CCPG needs – agreed this is an unachievable action. CCPG requested this action is reviewed, noting timeframe for amendment is 23 August.

Tayside Palliative and End of Life Care MCN Annual Report 2017-18

ANGUS IJB ANNUAL INTERNAL AUDIT REPORT 2018/19.

- Noted and discussed, actions agreed and noted.

CLINICAL QUALITY FORUM

Terms of Reference.

- Noted Angus HSCP comments were noted and accepted by the NHST Clinical Quality Forum.

MORTALITY AND MORBIDITY

- Noted new Tayside wide group has been established with representation from Angus HSCP.

Report of Community Associated Staphylococcus Aureus Bacteraemia January to June 2019.

- Lead Infection Control Nurse presented report and discussion points noted

LOCAL ADVERSE EVENT REVIEW (LAER)/SIGNIFICANT CLINICAL EVENT ANALYSIS (SCEA)

- AEM Group Minute 10 June 2019

ANGUS HSCP CORPORATE STRATEGIC RISK FRAMEWORK

EXCEPTION REPORTING

Risk Matrix

- Risk 1 Sustainability of Primary Care Services.
Noted the Board Assurance Framework is currently under review.
- Risk 2 Prescribing Management.
Noted improvements made. Agreed to retain current risk exposure.
- Risk 3 Effective Financial Management.
Agreed that following discussion at the NHST Strategic Risk Management group to downgrade to amber.
- Risk 7 Performance Management.
Agreed to retain at current risk exposure.
- Risk 8 Workforce Optimisation.
Agreed to retain at current risk exposure.
- Risk 9 Complex and Co-existing Conditions.
Agreed to archive.
- Risk 10 Compliance with GDPR and Data Protection Act 2018.
Agreed to retain at current risk exposure, with a view to archive at the October meeting.
- Risk 11 Commissioned Service Provider Failure.
Agreed to retain at current risk exposure, noting difficulty in reducing risk as service providers are closing, which is outwith the control of Angus HSCP.
- Risk 12 EU Withdrawal.
No change to current exposure rating.
- Risk 13 Reduced Corporate Capacity.

Agreed to add to Angus HSCP Risk Matrix. Board Assurance Framework to be submitted to the next meeting.

COMPLAINTS

Angus Council Report discussed and accepted by the group.

28 OCTOBER 2019

CLINICAL, CARE & PROFESSIONAL GOVERNANCE & PERFORMANCE EXCEPTION REPORTING

- Noted Allied Health Professionals report
- Noted Accommodation/Homecare report
- Report Template / REFLECT.
The submitted report was discussed and agreed in principle, noting it is a considerable piece of work.

NHS TAYSIDE CLINICAL QUALITY FORUM

- Approved TOR.
The group noted this was now approved.
- GIRFE Framework Update.
Noted fortnightly meetings continue and a workshop is planned.

ANGUS HSCP CLINICAL, CARE & PROFESSIONAL GOVERNANCE PERFORMANCE REPORTING

- Assurance Framework (August 2019)
- Personal Data Breaches.
Noted no particular issues to report.
- Information Asset Registers.
Report discussed.
- Infection Prevention & Control – CAI SAB.
Noted overall Tayside data is improved.
- Care Inspectorate Inspections - Care Homes Report.
Report acknowledged and accepted.

DELIVERING SERVICES FOR FRAIL OLDER PEOPLE IN NHS TAYSIDE – STANDARDS. Agreed to formalise discussion points to share with Older Peoples Care Board.

- Mental Health Commission Report. Content of the report was noted and recommendations considered with a request that the hospital admission and discharge group provides an update in 3 months time.

DECLARATION OF INTEREST FORM/PROCESS

- CCPG approved the recommendations within the report.

STANDARDS ON HEALTHCARE ASSOCIATED INFECTIONS AND INDICATORS ON ANTIBIOTIC USE.

- Report discussed and ongoing work noted.

LOCAL ADVERSE EVENT REVIEW (LAER)/SIGNIFICANT CLINICAL EVENT ANALYSIS (SCEA) / DUTY OF CANDOUR

- Action Note from 14.10.19 shared with CCPG.

ANGUS HSCP CORPORATE STRATEGIC RISK FRAMEWORK EXCEPTION REPORTING

RISK MATRIX and BOARD ASSURANCE FRAMEWORK

- Risk 1 - Sustainability of Primary Care Services.
No change to current risk exposure.
- Risk 2 - Prescribing Management.
Downgrade of risk exposure approved by CCPG.
- Risk 3 - Effective Financial Management.
No change to current risk exposure.
- Risk 7 - Performance Management.
No change to current risk exposure.
- Risk 8 - Workforce Optimisation.
No change to current risk exposure.
- Risk 10 - Compliance with GDPR and Data Protection Act 2018.
Risk exposure downgraded. Agreed to archive at next meeting.
- Risk 11 - Commissioned Service Provider Failure.
No change to risk exposure.
- Risk 12 - EU Withdrawal.
Risk exposure increased due to timescales.
- Risk 13 - Reduced Corporate Capacity.
No change to current risk exposure.

COMPLAINTS

- NHS Tayside Complaints
- Q2_Angus Council (Adult Services) Stage 1 Complaints and Compliments
CCPG acknowledged the information within the reports.

INSPECTION REPORTS

- SBAR / Joint Inspection (adults) - The Effectiveness of Strategic Planning in Perth & Kinross
HSCP Joint Inspection.
- Mental Welfare Commission – Rowan Ward Inspection feedback

AUDIT REPORTS

Internal Audit GP Prescribing (AN05/19).

- Discussion of key recommendations within the report.

06 January 2020 (rescheduled from 04 December 2019)

CLINICAL, CARE & PROFESSIONAL GOVERNANCE & PERFORMANCE EXCEPTION REPORTING

- Mental Health & Wellbeing
Report noted
- Angus Integrated Drugs & Alcohol Recovery Service
Report noted
- Spiritual Care
Report noted
- Accommodation & Home Care
Report noted

NHS TAYSIDE CLINICAL QUALITY FORUM

- Clinical Quality Forum Update
- GIRFE Framework Update / TOR.
Noted positive feedback received re draft REFLECT framework

ANGUS HSCP CLINICAL, CARE & PROFESSIONAL GOVERNANCE PERFORMANCE REPORTING

- Assurance Framework (August 2019)
Noted the NHST reporting template is being reviewed at the GIRFE meetings.
- Infection Prevention & Control – CAI SAB.
Report noted with no further questions raised.
- Complaints
- Personal Data Breaches.
Report noted and issues discussed.

LOCAL ADVERSE EVENT REVIEW (LAER) / SIGNIFICANT CLINICAL EVENT ANALYSIS (SCEA) / DUTY OF CANDOUR

Impact of group acknowledged in regards to progressing outstanding actions

RISK MANAGEMENT

- Perth and Kinross Risk Register.
Report noted. Noted NHST and HSCP's are in process of enhancing risk management arrangements. Following this the IJB Risk Management policy will require updating

ANGUS HSCP CORPORATE STRATEGIC RISK FRAMEWORK EXCEPTION REPORTING

- Risk 1 - Sustainability of Primary Care Services.
No change to current exposure rating
- Risk 2 - Prescribing Management.
Current risk exposure rating downgraded.
- Risk 3 - Effective Financial Management.
No change to current risk exposure rating.
- Risk 7 - Performance Management.
No change to current risk exposure rating.

- Risk 8 - Workforce Optimisation.
Current risk exposure rating upgraded.
- Risk 10 - Compliance with GDPR and Data Protection Act 2018.
Agreed to archive risk.
- Risk 11 - Commissioned Service Provider Failure.
No change to current risk exposure rating.
- Risk 12 - EU Withdrawal.
Noted Tayside wide risk and no change to risk exposure rating.
- Risk 13 - Insufficient Corporate Support Capacity.
No change to current risk exposure rating.

AHSCP Partnership Intranet.

- Agreed a corporate risk should be raised.

AHSCP Operational Organogram.

- CCPG acknowledged the delay in this piece of work, issues related to competing priorities and capacity.

AHSCP Information Asset Register.

- Noted draft registers would suffice at this stage.

Extension of Datix.

- Agreed the development of a short life working group

Angus Adult Protection Committee Annual Report.

- Report discussed and agreed to invite the Chair of the Angus Adult Protection Committee to a future meeting.

Confirmation of Death Policy.

- Noted with agreement to share with GP's and the LMC.

10 FEBRUARY 2020

CLINICAL, CARE & PROFESSIONAL GOVERNANCE & PERFORMANCE EXCEPTION REPORTING

- Primary Care Services
Report noted
- General Practice / Clinical Partnership Group
Report noted

- Prescribing Governance
Report noted

NHS TAYSIDE CLINICAL QUALITY FORUM

- Clinical Quality Forum Update
- Clinical Governance Chairs Group.
Recommendations agreed and managers requested to implement.
- REFLECT / GIR.
Progress noted.

Angus HSCP Clinical Care and Professional Governance Performance Reporting.

- Assurance Framework.
Report outlining progress noted. Agreed to approve the use of the template, commencing April 2020.
- Infection Control.
Report discussed and discussion points noted.
- COVID 19 update.
Confirmed Business Continuity Plans are up to date and can be implemented when required. No PPE issues noted at present.

ANGUS HSCP CORPORATE STRATEGIC RISK FRAMEWORK EXCEPTION REPORTING

Revised template based tabled and implementation agreed.

- Risk 1 - Sustainability of Primary Care Services.
No change to current risk exposure rating.
- Risk 2 - Prescribing Management.
No change to current risk exposure rating.
- Risk 3 - Effective Financial Management.
No change to current risk exposure rating.
- Risk 7 - Performance Management.
No change to current risk exposure rating.
- Risk 8 - Workforce Optimisation.
No change to current risk exposure rating.
- Risk 11 - Commissioned Service Provider Failure.
No change to current risk exposure rating.
- Risk 12 - EU Withdrawal.
No change to current risk exposure rating.
- Risk 13 - Insufficient Corporate Support Capacity.
No change to current risk exposure rating.

COMPLAINTS

- NHS Complaints Report (Q1 – Q3)
- Angus Council (Q3)

Content of the reports discussed and noted.

INSPECTION REPORTS

- SBAR / Joint Inspection (adults) - The Effectiveness of Strategic Planning in Perth & Kinross HSCP Joint Inspection.
Identified key learning and themes discussed and noted.

AUDIT REPORTS

- Follow up of PK07/17 Clinical, Care & Professional Governance. Report PK04/19.
Agreed to review and highlight themes for learning.