



MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD
CLINICAL AND CARE GOVERNANCE SUB-COMMITTEE
FRIDAY 16 SEPTEMBER 2016
ROOM 2, SPYDIE DENTAL CENTRE, ELGIN

PRESENT

VOTING MEMBERS

Councillor Patsy Gowans The Moray Council
(Vice Chair)

NON-VOTING MEMBERS

Mr Ivan Augustus	Carer Representative
Mr Sean Coady	Head of Primary Care, Specialist Health Improvement and NHS Community Children's Services, Health and Social Care Moray
Ms Pam Gowans	Chief Officer, Moray Integration Joint Board
Mrs Linda Harper	Lead Nurse, Moray Integration Joint Board
Dr Ann Hodges	Moray Integration Joint Board Secondary Care Advisor
Mrs Val Thatcher	PPF Representative

IN ATTENDANCE

Ms Debbie Barron	Clinical Quality Facilitator
Ms Jane Fletcher	Clinical Services Manager, Learning Disabilities, NHS Grampian
Ms Carol MacDonald	Team Manager for District Nursing Moray, NHS Grampian

APOLOGIES

Ms Amanda Croft (Chair)	Executive Board Member, NHS Grampian
Mr Tony Donaghey	UNISON, The Moray Council
Ms Jane Mackie	Head of Adult Health and Social Care, Health and Social Care Moray
Mrs Susan Maclaren	Chief Social Work Officer, The Moray Council
Dr Graham Taylor	Registered Medical Practitioner, Primary Medical Services
Mrs Liz Tait	Professional Lead for Clinical Governance and Interim Head of Quality Governance and Risk Unit

1.	DECLARATION OF MEMBERS' INTERESTS
	There were no declarations of Members' interests in respect of any item on the agenda.
2.	PRESENTATION OF BUSINESS
	In the absence of the Chair it had been agreed the meeting should proceed as there were no decisions to be made and all the necessary professionals were in attendance for scrutiny of the agenda items; therefore allowing the necessary discussions to go ahead. It was deemed that not holding the meeting would constitute a greater risk.
3.	ORDER OF BUSINESS
	The meeting agreed to vary the order of business set down on the agenda and take item 8 "Self-Assessment Reports to Integration Joint Board" as the first item of business in order to allow those presenting the reports to depart the meeting at the earliest convenience.
4.	MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD DATED 30 JUNE 2016 and MATTERS ARISING
	The minute of the meeting of the Moray Integration Joint Board dated 30 June 2016 was submitted and approved. Under reference to item 9 of the Minute "Question Time" Mr Augustus raised concerns about how complaints will be handled. The Chief Officer (CO) advised that currently a number of reports were being prepared for the Board to enable discrete processes to be put in place for handling complaints. Currently the CO has responsibility for complaints in respect of operational matters. She further advised it should be noted that the complaint system in the Council is due to change in the next year, with initial complaints being handled by the department and if the complainant remains unhappy then they would be advised to refer to the Ombudsman. The Integration Joint Board (IJB) is required to establish a process to handle complaints specifically against the Board and that the Legal Services Manager (Litigation and Licensing) The Moray Council is working on this with the CO.
5.	ACTION LOG DATED 30 JUNE 2016
	The Action Log of the Moray Integration Joint Board dated 30 June 2016 was discussed and it was noted that all actions due had been completed. Under reference to item 1 of the action log the clerk advised the actions had been re-allocated to the Clinical Governance Facilitator for completion.
6.	SELF-ASSESSMENT REPORTS TO INTEGRATION JOINT BOARD
	The CO stated the purpose of the self-assessments was for the sub-committee to be made aware of where support was needed strategically, and to give assurance to the IJB who have operational oversight through the CO, as to the quality, safety and effectiveness of services. On a daily basis full operational responsibility sits with the CO and the Senior Team. She further stated that as this was the first time the reporting templates had been used it would be helpful to get feedback from staff and the sub-committee as to whether they

thought this was the correct approach, setting out appropriate information for scrutiny.

6.1 Learning Disability Report

Ms Fletcher spoke to the self-assessment from the Learning Disability team; thereafter there was discussion on the issues faced by the team and what was being done to resolve them.

The Board members were able to acknowledge the significant work that had been achieved over the years within the NHS context of Learning Disabilities services and gain an understanding of the more intensive supports available and the pan-Grampian Clinical Governance Group for Learning Disabilities role in ensuring the right support locally for this high risk area of business. Board members were however keen to note that they would have wished the report to be an integrated report with more emphasis on local services. Mr Coady advised that the Joint Operational Management Team (JOMT) had discussed this and given that the services were in transition in relation to management arrangements and that this was a test in the first instance of the process they had supported going ahead with this report. It was noted that in future this would not be the case and that an early report to the sub-committee on the integrated local services would be welcomed sooner rather than later. Mr Coady agreed to feed this back to the JOMT and the CO will look at this in forward planning for the sub-committee.

Overall it was noted as a very informative and helpful report and Ms Fletcher was thanked for the work.

Ms Fletcher advised she had found the reporting template useful however had been unclear in some areas as to what was required.

6.2 Community Nursing Report

Ms MacDonald spoke to the self-assessment from the Community Nursing team; and advised they had instigated a trial for when someone falls but is uninjured. Previously an ambulance would be called, however first point of contact has been shared across services. She advised there is an issue of cover between 6:30am and 7:30am and this was being looked into. It was noted that the work being undertaken was significant and covering an area of high risk for individuals who fall. The CO requested that this improvement journey be recorded formally for sharing, encouraging Ms MacDonald to liaise with key people to get the right support to map this improvement journey and its outcomes. The CO emphasised the importance of capturing and sharing the learning and service change.

Members were extremely impressed with the work being undertaken noting the significance of falls and the benefits for individuals of good support in this area. It was noted that the report gave a good overview of the challenges and opportunities for services and demonstrated the possibilities from integrating different aspects of service.

	<p>During discussion the CO advised it was the intention to have a self-assessment from each area once per year. All were impressed with the information provided and the CO was asked to write a letter of thanks to both presenters and their teams.</p> <p>Thereafter, following further discussion on the reports and the forms the CO undertook to provide guidance notes for the templates.</p> <p>The sub-committee agreed to:</p> <ul style="list-style-type: none">i) Mr Coady advising the Joint Operation Management Team of the requirement by the sub-committee for a report to be presented on the integrated local services;ii) Ms MacDonald liaising with key personnel to map the improvement journey and its outcomes;iii) guidance notes being formulated for the templates; andiv) a letter of thanks being issued to the presenters and their teams.
<p>7.</p>	<p>QUARTERLY SUMMARY REPORT ON EXTERNAL REPORTS, AUDITS AND REVIEWS FOR MORAY</p>
	<p>7.1 <u>Joint Inspection Children's Services</u></p> <p>A verbal update by Mr Coady advised the sub-committee that the inspection was on-going at this time. A great deal of evidence had been submitted prior to the inspection and this week the inspectors would be devoting their time to reading files.</p> <p>In response to a question from Councillor Gowans Mr Coady undertook to provide a report to the next meeting of the sub-committee.</p> <p>Discussion took place in regard to children's services not being part of the Moray Integration Joint Board's (IJB) remit. It was noted that given the delegations to the CO that all business locally associated with children's services was built into the local structures and so the clinical governance reporting associated with NHS Grampian local community services would be included in reporting to the IJB, ensuring a holistic view of the population of Moray.</p> <p>The CO advised there were differing beliefs as to whether this should sit with Education or integration boards. She advised some areas had undertaken a much wider remit than the Moray IJB. This is likely to be an ongoing national debate in the context of wider public service reform.</p> <p>Councillor Gowans asked how other areas were coping.</p> <p>In response the CO undertook to issue a link to the Ayrshire & Arran IJB Annual Report which had recently been published. She advised they were very positive about how their children's services were being integrated. The Ayrshire and Arran IJB commenced official business one year before the other IJBs across Scotland and so have produced their first formal annual report.</p>

	<p>The Moray IJB will have to produce their first formal annual report next year in line with legislation.</p> <p>Thereafter the sub-committee agreed to the:</p> <ul style="list-style-type: none"> i) inclusion of a report on the next agenda on the joint inspection of children's services; and ii) CO issuing a link to the members to the Ayrshire & Arran IJB Annual Report.
<p>8.</p>	<p>QUARTERLY SUMMARY OF EXTERNAL REPORTS/GUIDELINES/REVIEWS RELEVANT TO MORAY BUT NOT SPECIFICALLY ABOUT MORAY</p>
	<p>A verbal update by the CO advised there had been discussion over what to include in the agenda under this heading. The decision had been taken to provide two headings as examples of subjects for future reports.</p> <p>There was discussion of both suggested topics "Death Certification Service – What does it mean?" and "Scottish Government Stroke Audit" and it was the feeling of the meeting that both subjects may be of interest. The CO undertook to investigate possible subjects for inclusion under this heading or to be delivered at briefing sessions.</p> <p>Thereafter the sub-committee agreed the CO would investigate possible subjects and report back to the sub-committee at a later date.</p>
<p>9.</p>	<p>ADVERSE EVENT REPORTING</p>
	<p>A report by the Clinical Governance Facilitator (CGF) provided information on adverse events.</p> <p>The CGF sought clarification on whether the information as presented was what was required by the sub-committee.</p> <p>It was the feeling of the meeting that some narrative to help understand the background and actions being taken would be useful.</p> <p>Discussion took place around the number of Slips, Trips and Falls. It was felt an awareness session, with the inclusion on an exception report on Slips, Trips and Falls would be beneficial and the CO undertook to arrange this for a future development day of the IJB.</p> <p>It was also the feeling of the meeting that an exception report on Slips, Trips and Falls should be presented to the Strategic Planning Group to determine if there is further action to be taken in this area in terms of change and redesign of services.</p> <p>Thereafter the sub-committee agreed:</p> <ul style="list-style-type: none"> i) an awareness session to be held on Slips, Trips and Falls to be arranged for a future IJB development day; and ii) to an exception report on Slips, Trips and Falls being presented to the Strategic Planning Group.

<p>10.</p>	<p>TIMETABLE OF SELF-ASSESSMENTS</p>
	<p>Mr Coady provided information on discussions that had taken place at the JOMT meeting and when it may be appropriate to request self-assessments from services.</p> <p>During discussion it was agreed an annual timetable of reports would allow all to know when items would be presented. Items for the next meeting were agreed as Falls in Community Hospitals; GMED Hosted Service; and Health Visiting and School Nursing.</p> <p>Priorities are to be reviewed with a view to producing a calendar to cover self-assessments by all services during each one year period.</p> <p>Following discussion the sub-committee agreed:</p> <ul style="list-style-type: none"> i) self-assessments of falls in Community Hospitals; GMED Hosted Service; and Health Visiting and School Nursing were to be presented to the next meeting; and ii) a calendar of self-assessments to be produced.
<p>11.</p>	<p>COMMUNICATIONS</p>
	<p>The CO advised communication was being reviewed and a website was being developed to allow easier access to IJB information.</p> <p>Dr Hodges queried if availability of paperwork should be discussed at Board level as part of the communications strategy sign off at the IJB.</p> <p>The CO through this would be the most appropriate process and undertook to take this forward.</p> <p>The CO advised that a logo had been agreed following consultation with interested parties and she undertook to circulate it. She further advise there will be a launch of the logo and the change of name to Health and Social Care Moray in the coming months; final arrangements are being completed.</p> <p>Thereafter the sub-committee agreed to the CO:</p> <ul style="list-style-type: none"> i) reviewing paperwork with relevant parties including the IJB to ascertain what would be made available to the public; and ii) circulating the new logo to members.
<p>12.</p>	<p>DATE OF NEXT MEETING</p>
	<p>During discussion it was agreed availability would be checked and dates of meetings for the coming year to be agreed. There was discussion on the need to have notice of at least four weeks of the next meeting and there was a preference for these not to be held on a Friday.</p> <p>Following discussion the sub-committee agreed dates were to be agreed and circulated forthwith.</p>