



MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

CLINICAL AND CARE GOVERNANCE SUB-COMMITTEE

FRIDAY 25 NOVEMBER 2016

ROOM 2, SPYNIIE DENTAL CENTRE, ELGIN

PRESENT

VOTING MEMBERS

Professor Amanda Croft (Chair)	Executive Board Member, NHS Grampian
Councillor Patsy Gowans (Vice Chair)	Moray Council

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 Graham Taylor	Registered Medical Practitioner, Primary Medical Services
Mrs Val Thatcher	PPF Representative
Mrs Liz Tait	Professional Lead for Clinical Governance and Interim Head of Quality Governance and Risk Unit

IN ATTENDANCE

Ms Debbie Barron	Clinical Quality Facilitator
Mr John Campbell	Provider Services Manager
Mr Andrew McArdle (Item 8 only)	Primary Care Out of Hours Health Services Manager
Mrs Catherine Quinn	Deputy Service Manager
Ms Jennie Williams	Service Manager, Children and Young People
Mrs Caroline Howie	Committee Services Officer, Moray Council as Clerk to the Sub-Committee

APOLOGIES

Mrs Susan Maclaren	Chief Social Work Officer, Moray Council
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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 SUB-COMMITTEE DATED 16 SEPTEMBER 2016 and MATTERS ARISING
	<p>The minute of the meeting of the Moray Integration Joint Board Clinical and Care Governance sub-committee dated 16 September 2016 was submitted for approval.</p> <p>Ms Debbie Barron advised she had been at the meeting however her attendance was not noted.</p> <p>The clerk advised this would be rectified.</p> <p>With this change the minute was agreed.</p>
3.	ACTION LOG DATED 16 SEPTEMBER 2016
	<p>The Action Log of the Moray Integration Joint Board Clinical and Care Governance sub-committee dated 16 September 2016 was discussed and it was noted that all actions due had been completed.</p> <p>Under reference to item 1 of the action log the sub-committee agreed to seek a report on the improvement journey in relation to the reporting of falls.</p> <p>Under reference to item 2 it was noted that as the Joint Inspection of Children's Services was ongoing there would be a verbal report at this meeting.</p>

QUARTERLY SUMMARY REPORT ON EXTERNAL REPORTS, AUDITS AND REVIEWS FOR MORAY

4.	JOINT INSPECTION OF CHILDREN'S SERVICES
	<p>A verbal update by Mr Coady informed the sub-committee of the ongoing joint inspection of children's services.</p> <p>He advised a draft report was due to be issued from the Inspectors on 5 December and a response would be issued thereafter. A final report is due to be published during the first week in February 2017.</p>
5.	CARE INSPECTORATE REPORT, NATIONAL CARE STANDARDS
	<p>A verbal update by Mr Campbell informed the sub-committee on the National Care Standards.</p> <p>He advised consultation had been ongoing from 2014 until February 2016 on a new set of Standards for Health and Social Care; this has resulted in a draft set of 7 Standards which provide clearer direction than the previous 23 Standards. The draft Standards are due to come into effect in spring of 2018.</p> <p>The Chief Officer advised meetings were ongoing with the Care Inspectorate and Chief Officers seeking agreement on how the new Standards will be delivered and undertook to provide an update on this at the next meeting.</p>

<p>Discussion took place on how the Standards were likely to be applied.</p> <p>Thereafter the sub-committee agreed to an update being presented in February 2017.</p> <p>Mr Campbell left the meeting at this juncture.</p> <p>Mr McArdle entered the meeting during discussion of this item.</p>

QUARTERLY SUMMARY OF EXTERNAL REPORTS/GUIDELINES/REVIEWS RELEVANT TO MORAY BUT NOT SPECIFICALLY ABOUT MORAY

6.	DEATH CERTIFICATION REVIEW SERVICE ANNUAL REPORT: 2015-2016
	<p>A report by Mrs Tait provided the sub-committee with an update on the progress Moray has made in implementing the new process for Death Certification since May 2015.</p> <p>Discussion took place on how the process works. It was noted that if a review of a death certificate is asked for late on a Friday then due to the service not being open until Monday this can lead to delays, however ward staff will endeavour to have the information sent over the weekend in preparation for the service opening on a Monday.</p>
7.	FALLS ACTION PLAN
	<p>A report by Ms Attridge informed the sub-committee of the Falls Action Plan.</p> <p>The Chair asked if anyone had any questions as this had been discussed at item 3 above during the review of the action log dated 16 September 2016. No further questions were raised.</p> <p>Thereafter the sub-committee agreed the Chief Officer would seek an overarching report of the Falls Action Plan for the meeting in February 2017.</p>
8.	ADVERSE EVENT REPORTING
	<p>A report by Ms Barron provided the sub-committee with quarterly data and information on Moray incidents; to provide assurance on actions taken; and share learning from the adverse events.</p> <p>During discussion it was agreed that it was not enough to note the report and a further report was requested to the next meeting to advise what is being done to reduce the number of incidents.</p> <p>Thereafter the sub-committee agreed they were not assured by the report and requested a further report to the next meeting of the sub-committee.</p> <p>Ms Jennie Williams entered the meeting during discussion of this item.</p>

SELF-ASSESSMENT REPORTS TO THE INTEGRATION JOINT BOARD

9.	PRIMARY CARE OUT OF HOURS
	<p>Mr McArdle provided the sub-committee with a report on the Primary Care Out of Hours service.</p> <p>He advised it was a complex service with high risks in respect of recruitment</p>

	<p>and retention of staff.</p> <p>There was discussion on the risks and challenges ahead and it was noted that Moray hosts this service for all of Grampian.</p>
10.	COMMUNITY CHILDREN'S SERVICE MORAY
	<p>Ms Williams provided the sub-committee with a report on the Community Children's Service Moray which noted areas of concern and actions required.</p> <p>She advised there are ongoing difficulties in recruitment; this is a national issue not simply local to Moray. There are currently three trainees and two newly started trainees with the next course due to begin in September 2017.</p> <p>There was discussion on support for young adults however due to the discussion moving away from governance issues it was agreed to continue it outwith the meeting.</p> <p>Discussion also took place on risks around providing immunisations and how this could be supported. It was agreed a further report was required to provide assurance and information on how risks are being mitigated.</p> <p>It was noted that the team have some challenges however due to the hard work of team members they manage to deliver consistent good work.</p> <p>Thereafter the sub-committee agreed to seek a further report to a future meeting.</p> <p>The Chief Officer left the meeting during discussion of this item.</p>
11.	TIMETABLE OF SELF-ASSESSMENTS
	<p>Mr Coady provided the sub-committee with a timetable of self-assessment reports that will be provided to them over the coming year and advised that, if required, the areas for review could be changed.</p> <p>Following discussion the sub-committee agreed that following the February sub-committee meeting agenda setting would take place following each meeting to discuss the content of the agenda for each succeeding meeting.</p>
12.	DATE OF NEXT MEETING
	10 February 2017, venue to be advised.