



CLINICAL AND CARE GOVERNANCE COMMITTEE

ABERDEEN, 4 February 2020. Minute of Meeting of the CLINICAL AND CARE GOVERNANCE COMMITTEE. Present:- Councillor Lesley Dunbar Chairperson; and Kim Cruttenden, Councillor Sarah Duncan and Luan Grugeon (as substitute for Alan Gray).

In attendance: Caroline Howarth, Graham Gault, Sandra MacLeod, Martin Allan, Graeme Simpson, Claire Duncan, Lynn Morrison, Sandy Reid, Emma Virasami, Laura MacDonald, Grace Milne and Mark Masson.

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

TERMS OF REFERENCE - FOR INFORMATION

1. The Committee had before it the Clinical and Care Governance Terms of Reference, which was approved by the IJB on 19 November 2019, for information.

Martin Allan, Business Manager within the Partnership explained that new seating arrangements would be in place for meetings of the Committee to help members understand roles, splitting voting members from professional advisers, assurance providers and union members.

The Committee heard from Graeme Simpson, Chief Officer – Integrated Children's and Family Services, Aberdeen City Council who provided information in terms of his role and responsibility as Chief Social Work Officer, specifically referencing his governance and assurance role as professional adviser to the Committee.

The Committee then heard Councillor Sarah Duncan who provided details in terms of her role and expectations as a voting member on the Committee.

Martin Allan provided details in relation to his role as an assurance provider to the Committee, specifically providing details relating to clinical risks captured by the Health, Safety and Wellbeing Committee.

The Committee resolved:-

to note the information provided.

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DECLARATIONS OF INTEREST

2. Members were requested to intimate any declarations of interest in respect of the items on today's agenda, thereafter, the following was intimated:-

- (1) Councillor Duncan declared an interest in item 7 (Staff Governance Update) and item 8 (Rosewell House Update) by virtue of her being a UNISON employee. She considered that the nature of her interest did not require her to leave the meeting and therefore chose to remain in the meeting for consideration of the items.

MINUTE OF PREVIOUS MEETING OF 27 NOVEMBER 2019, FOR APPROVAL

3. The Committee had before it the minute of its previous meeting of 27 November 2019, for approval.

In relation to article 3(ii) regarding National Quality Inspection reporting, Sandra Macleod, Chief Officer advised that assurance would be sought from the two medical NHS Grampian leads (Caroline Hiscox and Nick Fluck) and the Council's Performance Framework process by way of a report as and when required, as opposed to it being a standing item.

The Committee resolved:-

- (i) to note that Claire Duncan would be submitting an assurance report to the next meeting of the Committee on the Criminal Justice Inspection; and
- (ii) to note the information provided and to otherwise approve the minute.

BUSINESS PLANNER

4. The Committee had before it the Committee Business Planner for consideration.

The Committee resolved:-

- (i) to note that Sandy Reid would submit update reports in relation to Workforce issues as and when required; and
- (ii) to otherwise note the Planner.

CCG GROUP REPORT - HSCP/19/092

5. The Committee had before it a report by Graham Gauld which provided information in relation to the meeting of the Clinical and Care Governance (CCG) Group held on 4 December 2019.

The report recommended:-

that the Committee –

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- (a) note the new concerns and highlighted complaints within the report;
- (b) instruct Officers to provide a report on the risks relating to Carden Medical Practice; and
- (c) note the contents of Appendix C relating to Rosewell House.

The Committee were advised that in relation to recommendation (c) above, a separate report had since been prepared and was attached to the agenda at item 8 for consideration.

Graham Gauld provided an overview of the report, highlighting the following:-

- that the CCG Group Summary spreadsheet was a 'work in progress' and would be expanded in future to provide additional detail and clarity in terms of abbreviations;
- that Neil Buck would be attending the last meeting of the Group to clarify matters regarding the operational risk register;
- that the Group discussed new initial case reviews; and
- that the situation relating to Torry and Carden Medical Practices remained fluid and both were being monitored;

It was acknowledged that the spreadsheet information was useful, however the expectation would be that any strategic areas of risk identified by the Group would be outlined within the body of future reports to the Committee.

In addition, Sandra MacLeod (1) provided assurance to members that the operational risks at Carden Medical Practice had been addressed; and (2) advised that the Leadership Team had identified five key strategic objectives for 2020/21 which would be linked to the strategic objectives and strategic risks of the IJB, namely Supplementary Staffing, Localities, Sustainability, Commissioning and 2C Practices and that staff input had been sought in this regard.

The Committee resolved:-

- (i) to approve recommendations (a) and (b) above;
- (ii) to note that a report by Sandra MacLeod, Chief Officer on the Leadership Team's five key strategic objectives would be submitted to the next meeting of the Committee in May 2020; and
- (iii) to note that a report on 'Sustainability of General Practices' would be prepared by Caroline Howarth and submitted to the Committee in September 2020 for consideration.

HEALTH, SAFETY AND WELLBEING COMMITTEE UPDATE - HSCP/19/098

6. The Committee had before it a report by Martin Allan which provided an update on the establishment and role of the Health, Safety and Wellbeing Committee (HSWC) and

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how clinical risks could be captured by the Health, Safety and Wellbeing Committee and reported to this Committee for consideration.

The report recommended:-

that the Committee –

- (a) request that the Health, Safety and Wellbeing Committee provide information on clinical risks which were raised, where assurance was not provided that these risks had been effectively mitigated to this Committee on a regular basis (frequency to be decided); and
- (b) note the details contained within the report.

The Committee heard Martin Allan provide an overview of the report advising (1) that the Health, Safety and Wellbeing Committee had met yesterday and agreed the route for reporting to this Committee; (2) that a Primary Care representative had been appointed and would attend future meetings of the Committee; and (3) that additional appointments to the membership were being investigated.

Laura McDonald intimated that the HSWC escalation route for both organisations had been working effectively.

The Committee resolved:-

- (i) to note that a report by Caroline Hiscox, Director of Nursing and Nick Fluck, Medical Director would be submitted to the Committee in September to outline the findings and learnings relating to clinical risk assurance and clarifying the landscape; and
- (ii) to otherwise approve the recommendations.

STAFF GOVERNANCE UPDATE - HSCP/19/105

7. The Committee had before it a report by Sandy Reid which provided an update on various Staff Governance matters.

The report recommended:-

that the Committee note the details contained within the report.

Sandy Reid highlighted amongst other items, the following areas for members' attention:-

- Staff concerns in relation to Meridian - the work to review aspects of efficiency within Learning Disability Services had now been completed;
- Woodend Nursing Sickness Absence - some progress had been made to reduce sickness absence levels (now 13% from 15%); and
- Craig Court – progress had been made to address concerns regarding aspects of care which were mainly due to high levels of staff leaving over a short period of time.

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It was acknowledged that the sickness levels in nursing at Woodend was mainly due to stress and anxiety which was systematic across NHS Grampian, and beyond.

Sandra MacLeod intimated that they were addressing sickness absence by learning from other areas and organisations, using a whole system approach focussing on areas of high staffing shortages; and in relation to Woodend she indicated that they would also be reviewing their roster system.

The Committee resolved:-

- (i) to approve the recommendation; and
- (ii) to note the information provided.

ROSEWELL HOUSE UPDATE - HSCP/19/093

8. With reference to article 11 of the minute of the previous meeting, the Committee had before it a report by Emma Virasami which outlined concerns associated with performance at Rosewell Care Home, leading to escalation on the Operational Risk Register.

The report recommended:-

that the Committee note the contents of the report.

The Committee heard Emma Virasami provide an update in relation to the current situation and actions taken to mitigate risks at Rosewell House, highlighting the following:-

- weekly meetings were organised with the provider;
- the care plan system with consistent information would be implemented in April 2020;
- an information leaflet would be circulated in April 2020;
- pathways had been updated;
- three sub-groups had been established to identify aims and objectives for each area of service delivery;
- one set of recording notes to be utilised.

It was noted that (1) no current complaints had been received since the last meeting; and (2) that a further inspection by the Care Inspectorate was imminent.

Sandy Reid advised that he and Alex Stephen were in attendance at Bon Accord Care Board meetings, whereat the predominant focus for discussion had related to the situation at Rosewell House.

The Committee resolved:-

- (i) to approve the recommendation; and

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- (ii) to note the information provided.

RAEBURN HEALTHCARE LTD - HSCP/19/106

9. The Committee had before it a report by Emma Virasami which outlined recent concerns associated with performance at Raeburn Healthcare Limited. Leading to escalation on the Operational Risk Register.

The report recommended:-

that the Committee note the contents of the report.

The Committee heard Emma Virasami provide an update in relation to the current situation, indicating that following the poor inspection in October 2019 where grades were reduced to a lowly 'two', various concerns outlined in the report had been addressed with the follow-up inspection revealing significant progress.

Claire Duncan advised of a notification for an Initial Care Review relating to a client at Raeburn.

It was acknowledged that all staff will be registered with Scottish Social Service Council by 2021

The Committee resolved:-

- (i) to approve the recommendation; and
(ii) to note the information provided.

ITEMS WHERE FURTHER ASSURANCE IS REQUIRED

10. There were no items where further assurance was required.

ITEMS WHERE ESCALATION IS REQUIRED TO THE IJB

11. There were no items for escalation to the IJB.
- **COUNCILLOR LESLEY DUNBAR, Chairperson.**

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