



CLINICAL AND CARE GOVERNANCE COMMITTEE

ABERDEEN, 16 December 2025. Minute of Meeting of the CLINICAL AND CARE GOVERNANCE COMMITTEE. Present:- Councillor Lee Fairfull Chairperson; and David Blackburn and Mark Burrell (NHS Grampian).

In attendance: Caroline Howarth, Fiona Mitchellhill, Claire Wilson, Marie Down, Lizzy Archibald, Julie Warrender, Rachael Little, Graeme Simpson, Michelle Grant, Jess Anderson, Jane Gibson, Val Vertigans, Martin Allan Sandy Reid, Iain Ramsay, Kevin Dawson, Kathryn Kinnear, Jenny Rae and Mark Masson (Clerk).

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.

WELCOME AND APOLOGIES

1. Councillor Lee Fairfull welcomed everyone to her first meeting as Chairperson and wished to express her thanks to Mark Burrell, for his hard work and dedication as the previous Chairperson.

The Chairperson advised that this would be the last meeting that Claire Wilson, Chief Officer – Adults Social Work would be attending and expressed her thanks for the excellent work she has undertaken on behalf of the Committee. She indicated that Iain Ramsay had been appointed as her replacement, and wished him well in his role.

Apologies for absence were intimated on behalf of Lizzy Archibald, noting that Marie Down was in attendance as her substitute.

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. There were no declarations of interest or transparency statements intimated.

MINUTE OF PREVIOUS MEETING OF 7 OCTOBER 2025, FOR APPROVAL

3. The Committee had before it the minute of its previous meeting of 7 October 2025, for approval.

The Committee resolved:-
to approve the minute.

CLINICAL AND CARE GOVERNANCE COMMITTEE

16 December 2025

BUSINESS PLANNER

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

The Committee resolved:-

- (i) to note the reasons outline in the planner for the removal of item 14 (Childhood & Adult Immunisations); and
- (ii) to otherwise note the Business Planner.

CCG GROUP MONITORING REPORT - UPDATE - HSCP.25.096

5. The Committee had before it a report by Caroline Howarth and Michelle Grant which presented data and information to provide assurance that operational activities were being delivered and monitored effectively and that patients, staff and the public were being kept safe whilst receiving high quality service from Aberdeen City Health and Social Care Partnership (ACHSCP). The full sector reports were appended to the report.

The report recommended:-

that the Committee –

- (a) agree this report provides assurance to the Committee that work is being undertaken to mitigate any risks; and
- (b) highlight any observations on the information contained in the report and in appendices A and B.

Caroline Howarth provided an overview of the report and also the highlights from the sector reports which covered activities from Quarter 2, spanning July to September 2025, specifically making reference to the following:-

- Central Decontamination Unit out of use;
- Reduced Working Week;
- Questions which arose from the report at the previous meeting; and
- Adverse Events.

Michelle Grant advised (1) that there was total of 2619 adverse events recorded and that was a decrease of 8% compared to quarter one; (2) that the majority of adverse events continue to be in mental health division, A&E and Specialist Older Adult & Rehabilitation Services, noting that the trend was long standing due to the nature of care which was delivered in those areas; (3) that the majority events were negligible, with 505 events being minor, 27 being moderate events, with 4 extreme events recorded; and (4) that abusive behaviour accounted for over half of the adverse events.

Michelle also provided information on the trends of adverse events which resulted in harm/no harm and feedback received across all services in NHS Grampian and Aberdeen City Council Social Work, including complaints, compliments, concerns and enquiries.

CLINICAL AND CARE GOVERNANCE COMMITTEE

16 December 2025

During discussion, the following was noted:-

- that there would be a revamp to the data report next quarter, by using the quality and safety reports that come from NHS Grampian which would be augmented with information that was normally provided. The sector report template was also being revamped;
- that three care homes had been closed recently due to the impact of flu, which was being monitored very closely, noting that similar issues were being experienced across the country. Assurance was provided that staff were working hard with the care home teams, care home managers and infection prevention control/public health around the outbreak;
- that the city social care staff vaccination team's uptake in flu jabs within care home by residents was the highest in Grampian at 80%, which was positive news; and
- that mitigations were being made to improve support for Advanced Nurse Practitioners.

The Committee resolved:-

to approve the recommendations contained within the report.

LESSONS LEARNED

6. In terms of the requirement by the Scottish Public Services Ombudsman to publish on a quarterly basis, information on complaints outcomes and actions taken to improve services, Members considered whether there were any themes or lessons learned from the Group Monitoring Report, which could take the form of case studies, examples of how complaints have helped improve services, or 'you said, we did' notifications.

The Committee resolved:-

to note that there were no items to be added to the Aberdeen City Health and Social Care Partnership website.

REDUCED WORKING WEEK - HSCP/25/099

7. The Committee had before it a report by Amy Richert, Planning and Development Manager, Adult Social Work, which provided an overview of the implementation of the reduced working week for Aberdeen City Health and Social Care Partnership staff.

The report recommended:-

that the Committee be assured by the overview provided of the challenges and mitigations in place in response to the reduced working week for all ACHSCP staff.

CLINICAL AND CARE GOVERNANCE COMMITTEE

16 December 2025

In terms of Aberdeen City Council's Adult Social Work Team, the Committee heard Claire Wilson provide a summary of the report, referring to the work undertaken with the staff and teams to look at transitioning to a shorter working week, specifically looking at ways to change how we work, and how to create some efficiencies, which included rota management revisions and flexible working arrangements to ensure that there was always staff in the office. She indicated that there were some anxieties to address at the start, however, we are now seeing that the flexible working compressed hours and nine day fortnights resulted in a better work life balance.

In addition, Claire indicated that additional staff were recruited for Learning Disability in-house Services to comply with legislation and that there was also staff recruitment required in Criminal Justice.

In terms of NHS Grampian, Sandy Reid advised that the first half an hour reduction was implemented relatively seamlessly and with relatively little impact, however a large amount of work was now ongoing, with teams having been asked to put forward proposals on how their team will implement a further one hour reduced working week from 1 April 2026, including a governance process to be signed off by the Senior Leadership Team. An unspecified amount of backfill payment would likely be requested by NHS from Scottish Government.

During discussion, it was noted:-

- that although the half hour working week reduction had been implemented relatively easily within NHS Grampian, the additional hour may result in concerns around the possible disruption of services and whether staff were working without being paid – this required a good audit trail through clinical governance to avoid the disruption of services and by Line Management's monitoring of staff working arrangements via timesheets; and
- that there would be times where staff would be required to work additional hours e.g. to respond to emergencies, however they would claim and be paid for over-time on that basis.

The Committee resolved:-

- (i) to approve the recommendation; and
- (ii) to note that an update report would be submitted by Sandy Reid at the meeting on 16 June 2026, relating to NHS Grampian's one hour reduction of the working week.

IMPROVING TRANSITIONS - HSCP/25/097

8. The Committee had before it a report by Jenny Rae, Transformation Programme Manager, Mental Health and Learning Disabilities, which (1) sought endorsement of the transitions pathway for young people moving from children's services to adult services and to approve actions to address ongoing areas of concern; and (2) outlined the

CLINICAL AND CARE GOVERNANCE COMMITTEE

16 December 2025

collaborative improvement work undertaken by Aberdeen Health and Social Care Partnership, Aberdeen City Council, and NHS Grampian to enhance the transitions process and ensure a consistent, person-centred approach.

The report made reference to the key achievements thus far; outlined the phased approach which had been adopted and the key developments of the workstream; and provided information on the primary impacts of the changes.

The report recommended:-

that the Committee –

- (a) approve the new Transitions Pathway;
- (b) instruct the Chief Officer to develop an assurance plan to manage the identified risks within the Learning Disability Social Work service and submit a report to the Clinical and Care Governance Committee for consideration at its meeting on 24 March 2026; and
- (c) note the improvement work undertaken and planned.

Jenny Rae summarised the report explaining that the Partnership had been progressing, a labour intensive piece of work around improving transitions of young people who would leave school with an additional support requirement and may come into adult social care or health services.

She indicated that the work had been ongoing for some time to understand the processes that take place and to make sure that there was a service in place that operates well for everyone nationally. She advised that there was a focus on transitions of young people in terms of potential legislation coming through, but also in terms of work that had been happening through the Scottish Transitions Forum.

Jenny intimated that there was a set of seven principles used for a good transition for young people, therefore the process in Aberdeen was strongly based on those seven principles, utilising a national toolkit called Compass, which was available for both staff, families and young people to use to guide them through their own transitions process.

During discussion, Jenny responded to questions from members in relation to the roles and responsibilities between Children and Adult Services, explaining that the detail was contained within the pathway/associated staff guidance, however she acknowledged that more robust or detailed description of roles and responsibilities may be required. She intimated that Adult Services would not take any responsibility for a transition case until a person turned 18 years old.

In addition, Kevin Dawson, Fiona Mitchelhill and Graeme Simpson all provided information and assurances on the transitions pathway including working procedures and processes, eligibility criteria, partnership working, engagement with families and continuous monitoring.

CLINICAL AND CARE GOVERNANCE COMMITTEE

16 December 2025

The Committee resolved:-

- (i) to endorse the new Transitions Pathway;
- (ii) to instruct the Chief Officer to develop an assurance plan to manage the identified risks within the Learning Disability Social Work service and submit a report to the Clinical and Care Governance Committee for consideration at its meeting on 16 June 2026; and
- (iii) to otherwise approve recommendation (c).

JUSTICE SOCIAL WORK SERVICE COMMUNITY PAYBACK ORDER ANNUAL REPORT 2024-25 - HSCP/25/098

9. The Committee had before it a report by Val Vertigans, Strategic Service Manager, Justice Social Work Service, which presented the statutory Justice Social Work Service Community Payback Order Annual Report 2024-25.

The report recommended:-

that the Committee is assured by the statutory Community Payback Order Annual Report 2024-25 which is attached at Appendix A, in terms of activities undertaken and resulting outcomes for individuals.

Val Vertigans highlighted the key information from the report (1) noting that Community Justice Scotland would now collate all of the reports from the authorities across the country and present a summary report to Parliament in due course; (2) making reference to how Community Payback Orders were implemented in the city and outcomes in terms of case study examples and feedback from individuals on unpaid work and also beneficiaries of unpaid work in the community, which demonstrated their value for individuals; and (3) indicating that the report reflected on some ongoing challenges including the increase in the number of Community Payback Orders and unpaid work requirements.

In response to a question, Val provided information on the challenge to ensure that individuals were attending and completing unpaid work, specifically those who may have complex needs.

The Committee resolved:-

to approve the recommendation.

ITEMS WHERE ESCALATION TO IJB IS REQUIRED

10. The Committee considered whether any items required escalation to the IJB.

The Committee resolved:-

that no items be escalated to the IJB at this time.

- **COUNCILLOR LEE FAIRFULL, Chairperson**