

Lanarkshire NHS Board

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**MEETING OF HEALTH AND CLINICAL GOVERNANCE COMMITTEE  
HELD ON TUESDAY 18 SEPTEMBER 2007 AT 1.30 PM IN THE OFFICE OF  
THE CHIEF EXECUTIVE, 14 BECKFORD STREET HAMILTON.**

**PRESENT:** Mrs M Nelson, Non Executive Director (Chair)  
Mrs N Mahal, Non Executive Director  
Dr D McCormick, Non Executive Director

**IN ATTENDANCE:** Dr A Graham, Medical Director  
Mr P Wilson OBE, Director for AHPs, Nursing and Midwifery  
Mrs C McGhee, Risk Manager  
Mr N J Agnew, Corporate Affairs Manager/  
Board Secretary (Secretariat)

**APOLOGIES** Mr D H Clark, Non Executive Director  
Mr P K Corsar, NHS Board Chairman  
Dr D C Moir, CBE Director of Public Health  
Mr K A Small, Director of Organisational Development

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**1. WELCOME**

Mrs Nelson welcomed members and attendees to the meeting. She extended a particular welcome to Dr Graham, who was attending her first meeting of the Committee since joining the Board as Medical Director.

**2. CHAIRMAN'S REPORT**

**a) Health and Clinical Governance Committee**

Against a backdrop of cancelled meetings due to competing priorities and poor attendance at some meetings, Mrs Nelson stressed the requirement for the role of the Health and Clinical Governance Committee to be given a greater degree of priority. Members of the Committee endorsed this view.

Mr Wilson, whilst acknowledging the need to refocus the priority afforded to the Committee and the discharge of its role, sought to reassure members about the extensive level of Health and Clinical Governance activity across the system.

It was noted that a further Development Event, as a follow-up to the one held on 14 and 15 May 2007, was planned for 1 and 2 November 2007

at the Beardmore Hotel and Conference Centre, when the focus of the second day would include the Clinical Governance structures and strategy, with an extended audience to include key Clinicians from Primary and Secondary Care, and relevant Non-Executive Directors. The output from this event, when taken with the output from the Workshop held on 27 August 2007, the consideration of which appeared later in the Agenda, could contribute to discussions about enhancing the role and profile of the Committee.

**b) Clinical Governance Network**

Mrs Nelson reported on key issues raised at the most recent Clinical Governance Network Meeting held on 21 August 2007. This included discussion on *Vital Systems – The Health of NHS Scotland*, the Interim Report of the Clinical Governance and Risk Management Review Cycle, produced by NHS Quality Improvement Scotland, copies of which had been circulated to members for today's meeting. From this, she referred members to the 'Challenges' listed, highlighting, in particular, those relating to: Strategic Planning; Business Continuity; and Information Governance.

She reported that at the Network Meeting an issue had been raised about the need for a greater level of clinician involvement in Strategic Planning. She highlighted the recognition, now, by NHS QIS that the combination of Emergency Planning, which they acknowledged was done well, with Business Continuity Planning which, they concluded, was not being done particularly well at the time of their visits, was inappropriate given the level of development of Emergency Planning within systems. Business Continuity Planning which previously had been reported to the NHS Board, would be the subject of a report to the Health and Clinical Governance Committee at its next meeting on 22 October 2007.

**Action: Dr Moir**

Mrs Nelson suggested that given the reference in the document to Information Governance as a key challenge, it would be appropriate for the Committee to receive a report on the approach to Information Governance within NHS Lanarkshire. It was agreed that this issue would feature on the Agenda for the meeting of the Committee on 17 December 2007.

**Action: Dr Graham**

Mr Wilson confirmed that an Action Plan, reflecting the NHS Lanarkshire response to the issues highlighted during the NHS QIS visit in September 2006, would be brought to the next meeting of the Committee on 22 October 2007.

**Action: Mr Wilson**

**c) Recruitment Risk in Relation to Review of Accident and Emergency Services**

Mrs Nelson referred to discussion on this issue at the Board Seminar on 17 September 2007, and invited Dr Graham to outline the contingency arrangements that would be put in place to mitigate the realisation of a risk in relation to the recruitment and retention of key staff.

Dr Graham explained that the recruitment and retention risks for all scenarios were material, both in relation to Consultant staff and other grades of Medical staff. She explained that the contingency arrangements currently under consideration included recruitment outwith the United Kingdom, the use of Medical staff agencies, and asking existing staff to deliver the extra service, with the first call being on Emergency Care and a consequent impact on planned activity. She also explained that the Contingency Planning should be viewed within the breadth of the Board's Business Continuity Planning arrangements.

**d) Safer Patient Initiative**

Mrs Nelson suggested that it would also be helpful for the Committee to consider an update in relation to the national Safer Patient Initiative, with particular regard to its application across Acute and Primary Care. Dr Graham explained that the Chief Medical Officer was due to visit Lanarkshire on 5 November 2007 to meet with the Corporate Management Team to discuss this issue. A report on that discussion, and the arrangements in Lanarkshire for implementing the initiative, would be brought to the Committee at its meeting on 17 December 2007.

**Action: Dr Graham**

**e) Surgical Profiles**

The Chairman reported that she had attended the launch, during the previous week, of the Surgical Profiles, and she reported general agreement to extend the initiative to Medical Profiles.

**f) Health and Clinical Governance Annual Report 2006-2007**

In response to a question from the Chairman about the availability of the draft Annual Report, Mr Wilson explained that the aim, as far as possible, was to synchronise publication with the publication of the Director of Public Health Annual Report, due to be submitted to the NHS Board on 31 October 2007. An update on the timetable for the production of the Draft Annual Report would be brought to the next meeting of the Committee on 22 October 2007.

**Action: Dr Graham**

**3. MINUTES**

The minute of the meeting of the Committee held on 11 June 2007 was approved.

#### **4. MATTERS ARISING**

##### **4.1 Food, Fluid and Nutritional Care in Hospital, Policy and Strategic Plan**

Mr Wilson reported that pending confirmation of a financial framework, the Policy and Strategic Plan would be submitted to the NHS Board on 31 October 2007.

**Action: Mr Wilson**

##### **4.2 Risk Management**

Mrs McGhee confirmed that the Focus Groups, established at the request of NHS QIS, had met, and had concluded that the process adopted by NHS QIS in reviewing Clinical Governance and Risk Management arrangements had been robust.

##### **4.3 Child Protection**

Mr Wilson reported that a Nurse Consultant appointment had been made, and that the successful candidate would take up post in October.

##### **4.4 Insulin Audit**

Mrs Nelson said there had been a further insulin incident in the Acute Division reported at the recent Operating Management Committee meeting. This had raised an issue of concern in relation to the relevance and effectiveness of the recently modified recording sheets in a Community Hospital setting. Given the Committee's attention to insulin control systems, she asked that details of the outcome of investigations were brought to the next meeting for consideration.

**Action: Mr Wilson**

#### **5. HEALTH AND CLINICAL GOVERNANCE STRATEGY AND STRUCTURES**

Dr Graham reported on the principal issues arising from the Workshop held on 27 August 2007 to consider the Health and Clinical Governance Strategy and Structures. She confirmed that the Workshop had been well attended and productive, and that the outputs would inform the finalisation of the draft Health and Clinical Governance Strategy. When available, the draft Strategy would be brought to the Committee for consideration. In the meantime, the Workshop report and the presentation given at the Workshop would be issued to members.

**Action: Dr Graham**

#### **6. OMBUDSMAN REPORTS AND FATAL ACCIDENT INQUIRY REPORT**

The Committee considered and noted Synopses and Action Plans in relation to

Ombudsman Reports and a Fatal Accident Inquiry Determination, as follows:

- a) Ombudsman Report 4567
- b) Ombudsman Report 6337
- c) Ombudsman Report 2016
- d) Ombudsman Report 3547
- e) Fatal Accident Inquiry – Mr D McG

Whilst it was acknowledged that consideration of Ombudsman Reports and Fatal Accident Inquiry Determinations occurred in a number of for a, Members indicated that they would find it helpful for the route through which these reports were to be considered within the Acute Division and Community Health Partnerships, set out in flowchart format. This issue would be raised with the Head of Patient Affairs.

**Action: Mr Agnew**

Mr Wilson reported that the Ombudsman had commended the NHS Lanarkshire processes for dealing with Ombudsman Reports. He suggested that the focus in dealing with reports should include trend analysis, and clear escalation procedures, where appropriate.

## **7. ANY OTHER COMPETENT BUSINESS**

### **i) Annual Reports on Complaints**

Annual Reports on Complaints for 2006/2007 for the Acute Division and the Community Health Partnerships had recently been considered by the Risk Management Steering Group, and would be brought to the Committee at its meeting on 22 October 2007, prior to consideration by the NHS Board at its meeting on 28 November 2007.

**Action: Mr Agnew**

## **8. DATES OF MEETINGS DURING 2008**

Members availability would be canvassed for meetings on the following dates:

Monday 18 February 2008 at 1.30 pm  
Monday 21 April 2008 at 1.30 pm  
Monday 23 June 2008 at 1.30 pm  
Monday 18 August 2008 at 1.30 pm  
Monday 20 October 2008 at 1.30 pm  
Monday 15 December 2008 at 1.30 pm

## **9. DATE OF NEXT MEETING**

Monday 22 October 2007 at 1.30 pm.

NJA/OD  
5 October 2007