

SOUTH EASTERN HEALTH AND SOCIAL CARE TRUST

Minutes of the Governance Assurance Committee of the South Eastern Health & Social Care Trust Board held on Wednesday 13 May 2020 at 12 noon in the Lecture Theatre, QIIC

PRESENT IN QIIC: Dr M Briscoe, Non-Executive Director (Chairman)
Mr J Patton, Chairman (Acting) of Trust Board
Mr S McGoran, Interim Chief Executive
Mr C Martyn, Medical Director
Mrs B Campbell, Director of Children's Services & Executive
Director of Social Work
Mr P Morgan, Interim Director of Finance and Estates
Ms N Patterson, Director of Primary Care, Older People &
Executive Director of Nursing

**VIDEO
CONFERENCE** Mr N Brady, Non-Executive Director
Mr M Mawhinney, Non-Executive Director

Mrs C McKeown, Head of Internal Audit, BSO

IN ATTENDANCE: Mr D Bradley, Interim Director of Adult Services & Prison
Healthcare
Ms R Coulter, Director of Planning, Performance & Informatics
Mrs M Weir, Director of Human Resources & Corporate Affairs
Dr D Robinson, Interim Director of Hospital Services
Ms B Mongan, Executive Management Team Director
Mrs V Walker, Interim Assistant Director, Risk Management and
Governance & Board Secretary
Mr S Martin, Executive Support Services Manager
Mrs J Davidson, Assistant Director, Contracts, Social Care
Procurement and Commissioning [Item 4.1 only]
Mrs L Johnston, Assistant Director, Older People's Services [Item
4.1 only]

1.0 CHAIRMAN'S BUSINESS

Dr Briscoe extended a warm welcome to members for this Governance Assurance Committee Meeting and extended particular welcome to Mrs V Walker and Mr S Martin to their first such meeting of this Committee. Dr Briscoe referred to the extraordinary circumstances we are all currently living through so if there are any items that require amendment with agreement these should be taken offline where appropriate so they can be worked upon.

Dr Briscoe noted there were no apologies. Dr Briscoe also advised Members that this was Mr Bradley's last meeting. Dr Briscoe thanked Mr Bradley for his contribution to the Trust and to the Governance Assurance Committee.

2.0 DECLARATION OF POTENTIAL CONFLICT OF INTERESTS WITH ANY BUSINESS ITEMS ON THE AGENDA

Dr Briscoe invited members to declare any items of potential conflict of interests with business items on the agenda. None were received and the business of the meeting proceeded.

3.0 MINUTES OF THE PREVIOUS MEETING HELD ON 18 SEPTEMBER 2019

The minutes of the previous meeting held on 18 September 2019, having been previously circulated, were taken as read and agreed as a true and accurate record.

4.0 MATTERS ARISING FROM THE MINUTES

Dr Briscoe proposed that members consider Items 4.2, 4.3, 4.4 and 4.5 prior to the presentation being received at 4.1 and this was agreed.

For Approval and/or Discussion

4.1 Update – on Action Plan in relation to the Review of Independent Sector Governance arrangements for services commissioned from the Independent Sector Governance Review

Members received for consideration a copy of the above presentation. Mrs Davidson provided a comprehensive background to date noting the publication of the Trust Governance Review Paper in December 2018 which had contained 11 recommendations to take forward. Mrs Davidson noted that the Trust has approximately 450 contracts with our independent sector providers representing a significant financial commitment by the Trust. Outlining some of the issues pre 2018, Members noted challenges around devolved reporting arrangements, the role of RQIA, the interpretation of the new adult safeguarding policy and a lack of uniform approaches.

Mrs Davidson advised our learning and actions had assisted the Trust to develop new processes, establish a Permanent Placement Team, strengthen partnership working and enhanced escalation procedures through joint operational and contracting mechanisms. Mrs Davidson confirmed that all 11 actions completed or underway noting our improved incident and complaint reporting based on collaboration and updated Governance Structure.

Mrs Johnston noted the importance being placed by the Trust on sharing the learning both internally and externally concluding by noting that the Trust places a huge emphasis on constructive engagement with independent sector colleagues. Plans going forward include an expansion of our Permanent Placement Team and augmenting some of our current structures. One of the most important lessons has been the need for flexibility when it comes to future arrangements.

During the discussion that followed, Mrs Davidson and Mrs Johnston responded to members' queries. In response to queries from Mr Brady around governance reporting, Mrs Davidson advised that our presence in the independent sector had been extended with our partnership arrangements improving especially during this pandemic period. Mrs Weir noted that as part of the Incident Control process the Trust has been and will continue to capture all lessons learned across the organisation.

Dr Briscoe thanked both Mrs Davidson and Mrs Johnston for their very informative presentation and requested that this agenda item be included in the Committee's Programme of Work so members could monitor the progress at the appropriate junctures throughout the year with another look being taken at our scheduled December 2020 meeting.

4.2 Update – Identification of Board Governance Self-Assessment Tool (BGSAT)

Mrs Weir confirmed that once an appropriate case study has been identified the BGSAT should be ready for consideration at the next meeting of the Committee. Following discussion, it was agreed by Members that a case study from within the Children's Directorate would be appropriate.

For Information/Noting

4.3 Update – Draft Integrated Governance Framework

Mrs Weir noted that the draft Framework would be put in abeyance until such time as the post of Assistant Director, Risk Management & Governance is filled on a permanent basis and confirmed that in the interim the Trust would continue to utilise the existing framework.

4.4 Update – Minutes – End-Year Accountability Meeting – 9/7/19

Members received, for information, a copy of the Minutes of the End-Year Accountability Meeting held on 9 July 2019. There was no discussion on this paper.

4.5 Update – Departmental Audit & Risk Assurance Committee (DARAC) – 18/9/19

Mr Brady confirmed that he had attended the meeting as Chair of the Trust's Audit Committee.

At this juncture, Dr Briscoe noted that the presentation was ready for consideration and advised members that we would return to Item 4.1 on the agenda.

For Approval and/or Discussion

5.0 NEW BUSINESS ITEMS

5.1 Update – COVID-19 Governance Assurance & Escalation including internal work streams

Ms Patterson provided a summary of the work streams as co-chair of the Trust's Coronavirus Liaison Group noting that each work stream is chaired by a Director or Assistant Director and meets weekly with additional governance provided at Bronze level through the Executive Management Team which meets daily Monday to Friday together with a daily Silver Call involving an on-rota Director which reports to Gold at the Department of Health. Ms Patterson explained that at Chief Executive level, there are Covid conference calls involving the leaders of all HSC Trusts three times a week with the same group in contact with the Permanent Secretary and Department of Health colleagues in the same format twice a week.

Ms Coulter added that alongside the ongoing Covid-19 operational delivery work which continues apace the Trust is looking in detail at how we reset and restart services. Ms Coulter noted that there is a regional approach being taken for this challenging and complex piece of work.

A short discussion ensued during which Members were advised that the Trust should have its own testing capability operational by mid-June which will initially assist in cohorting our own patients helping achieve a more responsive turnaround time.

In response to a query from Dr Briscoe, Mrs Walker confirmed that RIDDOR incidents are being recorded as they are being received and the existing process remains in place perhaps taking into account subsisting HSENI advice.

5.2 Annual Review of the Committee's Programme of Work and Terms of Reference

Members received, for consideration the draft Annual Review of the Committee's Programme of Work and Terms of Reference. Following discussion, it was agreed to incorporate additional feedback into the draft.

5.3 Draft Report on the Effectiveness of the Committee

Members received, for consideration the draft Report on the Effectiveness of the Committee. Responding to a query from Mr Brady, Mrs Weir confirmed that Internal Audit is represented on a twice yearly basis and Mrs McKeown advised that this was also her understanding. Following a short discussion, it was agreed to incorporate additional feedback into the draft.

5.4 Draft Annual Governance Report

Members received, for consideration the draft Annual Governance Report. Following discussion, it was agreed that following revision and review by the Chair of the Committee, the report together with Items 5.2 and 5.3 would be forwarded to Trust Board for review and approval.

5.5 Update – Corporate Control and Safety, Quality Improvement & Innovation Committee action plans for 2020/21

Mrs Weir noted that it had been brought to the attention of Trust Board members most recently at the Trust Board Strategic Meeting on 27 April 2020 that the Corporate Control Committee and the Safety, Quality Improvement & Innovation Committee had been temporarily stood down since key personnel are not available due to re-deployment as part of the Covid-19 preparation and response.

Mrs Weir suggested that members might consider the end year action plans being reviewed and approved through the respective committees. This was agreed by members.

5.6 Observations/Comments from Internal Audit

Mrs McKeown advised that Internal Audit proposed to stand down their planned Q1 20/21 audit programme but remained available to provide support and assistance to the Trust on either an advisory or assurance basis.

Mrs Weir enquired whether the proposal made at Item 5.5 in relation to action plans for both Corporate Control Committee and Safety, Quality Improvement & Innovation Committee is in order to be approved at sub-committee level. Mrs McKeown advised that she believed it was appropriate in light of the current circumstances.

5.7 Review of Standing Orders & Standing Financial Instructions

Members received, for consideration, a copy of the Trust's Standing Orders & Standing Financial Instructions document. Mr Morgan outlined that the review was undertaken on an annual basis to ensure there had not been any significant in-year amendments. Mr Morgan advised that the document was the key basis of our governance arrangements and that he did not propose any significant change this year.

Responding to a number of points from Mr Mawhinney in relation to the Finance & Performance Committee it was agreed to incorporate the necessary amendments arising from the changes in that Committee's Terms of Reference for further review and consideration at a later date.

Responding to a number of points from Dr Briscoe in relation to the lack of attendance in recent times by the Local Commissioning Group and the Patient & Client Council at Trust Board meetings as well as the reduction in the number of non-executive directors on the Committee, Mrs Walker undertook to review both

matters and bring back for consideration at the next meeting of the Committee.

5.8 Update – End of Year Presentations for 2019/20 by Chairpersons of Corporate Control and SQIC

Mrs Weir noted that the same principles apply as articulated at Item 5.5 of the agenda with scheduled meetings due in June 2020.

Mrs Weir asked that if both reports could be brought to both meetings rather than to the Governance Assurance Committee for review and approval and this was agreed by members.

6.0 STANDING AGENDA ITEMS

For Action/Discussion

6.1 Update on the Corporate Risk Register for 2019/20 and Preparation for 2020/21 Corporate Risk Register

Mrs Weir updated Members on the Corporate Risk Register for 2019/20 and preparation for 2020/21 Corporate Risk Register. A short discussion ensued and Mrs Weir responded to members' queries.

In response to a query from Mr Mawhinney, members noted that the issue of the ongoing HMRC pensions issue was being rolling forward into 2020/21. Mrs Weir confirmed that the Corporate Risk Register for 2019/20 and all carry forwards had been reviewed by the Executive Management Team.

6.2 Update – Organisational Controls Assurance Group for 2019/20 and Preparation for 2020/21 programme

Mrs Weir noted that the Organisational Controls Assurance Group has not yet met as a consequence of the disruption caused by the Covid-19 emergency.

Mr McGoran and Mr Patton departed the meeting at 1.17pm.

6.3 Minutes of the Corporate Control Committee (16 October 2019) and Safety, Quality & Innovation Committee (6 September 2019)

Members received, for consideration, a copy of the above Minutes for consideration. Following discussion, both sets of minutes were noted.

6.4 Actions Plans for Corporate Control and Safety, Quality Improvement & Innovation Committees – 2019/20

Members received, for consideration, a copy of Sub-Committee Action Plans 2019/20. No items for identified for discussion.

7.0 ANY OTHER BUSINESS

There were no other business items raised by Members for discussion.

8.0 DATE AND VENUE OF NEXT MEETING

The Chairman confirmed that the next Governance Assurance Committee meeting will be held on **Wednesday 17 June 2020 at 12 noon in the Board Room, Trust Headquarters, Ulster Hospital, Dundonald.**

The meeting ended at 1.26pm

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