

## **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 17 June 2020 at 12 noon in the Lecture Theatre, QIIC**

- PRESENT IN QIIC:** Dr M Briscoe, Non-Executive Director (Chairman)  
Mr S McGoran, Interim Chief Executive  
Mr C Martyn, Medical Director  
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  
Mr J Patton, Chairman (Acting) of Trust Board
- IN ATTENDANCE:** Mr M O’Kane, 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  
Mrs V Walker, Interim Assistant Director, Risk Management and  
Governance & Board Secretary  
Mr S Martin, Executive Support Services Manager  
Mrs J Kilpatrick, Assistant Director, Children and Young People’s  
Healthcare (obo Ms B Campbell)

#### **1.0 CHAIRMAN’S BUSINESS**

Dr Briscoe extended a warm welcome to everyone attending today’s meeting particularly Mrs O’Kane attending her first Governance Assurance Committee since taking up post as Interim Director of Adult Services & Prison Health and Mrs Kilpatrick attending on behalf of Mrs Campbell for whom an apology was recorded. Dr Briscoe advised that Mr Patton, Mr Mawhinney, Mr Brady and McGoran had notified her that they would be late to the meeting.

#### **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 13 MAY 2020**

The minutes of the previous meeting held on 13 May 2020, 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 noted the Matters Arising sheet which had been circulated with the papers for the meeting the contents of which were self-explanatory and accepted by Members.

##### **For Approval and/or Discussion**

#### **4.1 Draft Board Governance Self-Assessment Tool (BGSAT) submission**

Members received, for consideration, a copy of the draft Board Governance Self-Assessment Tool (BGSAT). Dr Briscoe invited Mrs Kilpatrick to comment on the case study on developmental disorders and how the project was leading the way regionally in terms of a model of intervention prior to diagnosis with outcomes proving much better for children and young people involved. Mrs Walker expressed her thanks to Mrs Kilpatrick and her team for completing the case study at short notice. Dr Briscoe stated that it was an excellent case study and the final draft submission was to be commended. Following discussion, the draft submission was agreed by Members.

#### **4.2 Update – Action Plan in relation to the review of Independent Sector Governance Arrangements for services commissioned from the Independent Sector Governance Review**

Dr Briscoe referred to the presentation given at the Committee's meeting held on 13 May 2020 and confirmed that progress against the action plan will be reviewed at the Committee's meeting in December 2020 as part of the Committee's Programme of Work for the year ahead.

##### **For information/noting**

#### **4.3 Update – Review of Standing Orders & Standing Financial Instructions**

Members received, for information, a copy of a working update of the Standing Orders & Standing Financial Instructions. Mr Morgan advised Mr Mawhinney's feedback has been incorporated to reflect the changed model under which the Finance & Performance Committee is now operating. Mr Morgan advised that there is a Finance Committee meeting scheduled for next week which might necessitate a change to existing delegated limits. If that is the case, Mr Morgan advised that it would be his intention that a revised version of the Standing Orders & Standing Financial Instructions to be brought back to the Committee at its next meeting for submission to Trust Board in September 2020.

#### **4.4 Annual Review of the Committee's Programme of Work and Terms of Reference**

Members received, for consideration, the final draft of the Annual Review of the Committee's Programme of Work and Terms of Reference. Following discussion, Members approved the documents as circulated.

#### **4.5 Draft Report of the Effectiveness of the Governance Assurance Committee**

Members received, for consideration the draft Report on the Effectiveness of the Committee. Following discussion, Members approved the circulated document.

#### **4.6 Draft Annual Governance Report**

Members received, for consideration the draft Annual Governance Report. Following discussion, Members approved the circulated document subject to Dr Briscoe's amendment relating to the Organisational Controls Assurance Group.

### **5.0 NEW BUSINESS ITEMS**

#### **For Action/Discussion**

#### **5.1 Draft Report on the Board Assurance Framework & Corporate Risk Register 2019/20**

Mrs Weir advised Members that they had approved the Corporate Risk Registers and the Directorate Risk Registers for 2019/20 as presented at the Governance Assurance Committee meeting held on 13 May 2020. Mrs Weir advised that it had been hoped we would have been in a position to share the CRR for 2020/21 at today's meeting but due to the disruption caused by the Covid-19 emergency this had not been possible.

A short discussion ensued. Mrs Weir noted that the majority of the Corporate Risks have been rolled forward with EU Exit having been transferred from the Corporate to Directorate Risk Register. ID 2750 has been removed completely with a new risk approved for inclusion relating to Covid-19. Members agreed to receive the 2020/21 registers at the Committee meeting scheduled for 16 September 2020 at which the first quarter report could be reviewed. It was further agreed to postpone consideration of the matter at Trust Board scheduled for 24 June 2020 though Mrs Weir would provide a verbal update on the matter to keep Trust Board informed.

*Mr McGoran joined at 12:15pm.*

*Mr Mawhinney joined the meeting at 12:16pm.*

#### **5.2 Strategic Framework For Rebuilding Health and Social Services**

Members received, for consideration, the Department of Health's recent publication 'Strategic Framework For Rebuilding Health and Social Services. Dr Briscoe invited Ms Coulter to present. Ms Coulter advised that the relevant documents would be tabled for consideration at Trust Board next week and recommended that discussion should take place under Item 5.3 to include the Memorandum.

#### **5.3 Memorandum on the Temporary Amendment to the Health and Social Care Framework Document**

Members received, for consideration, the Department of Health's recent publication 'Memorandum on the Temporary Amendment to the Health and Social Care Framework Document'. In presenting, Ms Coulter noted that the underpinning message is one of a new partnership with DoH with the Management Board to be the oversight and directing vehicle for implementation of the Ministerial working in parallel with the rebuilding of HSC Services following Covid-19. Mrs Weir added that the Management Framework sets out the arrangements for governance going forward and drew Members attention to the consultation section from the Permanent Secretary's correspondence.

Mr Mawhinney asked if the new Management Board would cover budgetary decision-making. Mr McGoran stated that the Management Board will have executive decision making authority having earlier today endorsed 2 temporary decisions: one involving the establishment of an orthopaedic elective network and the other was based on an Elective Day Centre Strategy which will see Lagan Valley Hospital become Northern Ireland's first regional day elective care centre.

*Mr Brady joined the meeting at 12.28pm.*

Mr Mawhinney asked if Lagan Valley Hospital's new service was determined regionally would the staffing needs also be determined that way. Mr McGoran noted the need for regional partnership and collaboration via which the Trust would seek appropriate co-operation and investment to ensure that the new service is successful. Dr Briscoe sought clarification on where the Ministerial priorities were and how they would be consulted on. Mr McGoran commented that the Project Initiation Document contained the priorities the bulk of which have either been consulted on or considered by TIG.

*Mr Patton joined via telephone call at 12:35pm.*

Mr Brady asked if DoH was minded to implement the proposed Bengoa reforms through the work of the new Management Committee since this Committee appears to be the overall driver for regional change for the foreseeable future. It was noted that there has been to date no non-executive input into the new model. Dr Briscoe concurred saying there is no mechanism for consultation. Mr McGoran responded that it will be interesting to see how it develops over the months ahead emphasising the importance of meaningful engagement as a means of achieving collective buy-in.

Mr Brady stated that DoH appear to have adopted a command approach to this phase and that Trust Board should reflect on its ability to influence strategic decisions. Mr McGoran noted we can maximise the opportunity presented through the work stream leads to influence outcomes. Dr Briscoe stated that in her view the governance arrangements have fundamentally changed and it will have an impact on the way business is conducted.

Mr Brady noted that this Memorandum will need approval of the Assembly which will then have legal status but the covering correspondence would not have that weight. Dr Briscoe stated that she felt Trust Board needs to think through at governance level how it can be engaged in a timely manner.

#### **5.4 Terms of Reference – Management Board for Rebuilding HSC Services**

Members received, for consideration, the Department of Health's recent publication 'Terms of Reference – Management Board for Rebuilding HSC Services.' Mr Brady noted that it would have been helpful if DoH had compared the new documents with the existing framework to give a better understanding on how they envisage governance changing and requested a copy of the existing documents to be circulated if possible. It was agreed the Executive Support Services Manager would action accordingly. Mr Brady commented that the Interim Chief Executive would alone be representing the Trust on the Management Board and the inherent risks associated with that. Mr McGoran explained that all those points have been part of our discussions and emphasised that while the Management Board will lead on the rebuilding of HSC services, all other services sit with Trust Boards.

Mr Patton commented that the Trust is a delivery mechanism for what the Minister wants and much of what the Trust does is under instruction as a provider of services. Mr Patton recognised that this is substantive change but could also be an opportunity to seize on the Minister's ideas on how to deliver for our population with a clear opportunity to work in partnership with neighbouring Trusts which will ultimately help patients. Concluding, Dr Briscoe requested a wider discussion at Board level next week which was agreed to by Members.

#### **For Information/Noting**

#### **5.5 Update - Board Assurance Framework 2018/21**

Members received, for consideration the draft Board Assurance Framework 2018/21. Presenting, Mrs Walker advised there had been very minor changes this year with the membership of Trust Board and the Executive Management Team having been updated. Mrs Walker noted that the significant review is scheduled for next year. Following discussion, Members noted the update.

#### **5.6 Update – End-year presentations 2019/20 by Chairpersons – Corporate Control & SQIC**

Members noted that both the Corporate Control and SQIC Committees had yet to meet. Mrs Weir proposed that the end-year presentations not take happen this year but that the associated reports would be tabled for consideration at the next Governance Assurance Committee.

Dr Briscoe confirmed her agreement adding that the Committees should meet and Programmes of Work maintained. It was agreed that this be actioned and the committees asked to update their plans accordingly.

#### **5.7 Update – Annual Report on Risk Management 2019/20**

Members received, for information, a copy of the Annual Report on Risk Management as at 31 March 2020, a copy of which had been circulated with the

papers for the meeting. Members noted that the report provides a brief overview of developments within Risk Management during 2019/20 based on the criteria within the former Risk Management Controls Assurance standard. The purpose of the report is to demonstrate the risk management system's continuing suitability and effectiveness in satisfying the organisation's risk management policy and strategy. Members also noted the report will be shared the Corporate Control Committee at its meeting on 15 July 2020 and also with Trust Board at its meeting on 24 June 2020.

## **6.0 STANDING AGENDA ITEMS**

### **For Action/Discussion**

#### **6.1 Update on the Corporate Risk Register for 2020/21 (1<sup>st</sup> Quarter update)**

Members received, for information, reports on the Corporate Risk Register 2019/20 (with update as of 31 March 2020), copies of which had been circulated with the papers for the meeting. As per the discussion at Item 5.1, Members had agreed that the next update report will be submitted to Members at the meeting on 16 September 2020.

#### **6.2 Update – Organisational Controls Assurance Group – end year position as at 31/3/20 and update report on 2020/21 programme**

Mrs Weir noted that the Organisational Controls Assurance Group had last met on 5 September 2019 and not yet met as a consequence of the disruption caused by the Covid-19 emergency and industrial action. Mrs Walker gave a brief summary of the end-year position for the above programme as of 31 March 2020 and noted that a formal report as at 31 March 2020 will be submitted to the Trust Board in due course.

## **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 16 September 2020 (PM) in the Lecture Theatre, Trust Headquarters, Ulster Hospital, Dundonald.**

*The meeting ended at 1.16pm*