

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 16 September 2020 at 1 pm in the Hub, QIIC, Trust HQ, Ulster Hospital, Dundonald

- PRESENT IN QIIC:** Dr M Briscoe, Non-Executive Director (Chairman)
Mr S McGoran, Interim Chief Executive
Mrs W Thompson, Director of Finance and Estates
Ms N Patterson, Director of Primary Care, Older People &
Executive Director of Nursing
Miss L McAree, Head of Information Governance obo Mrs V
Walker, Interim Assistant Director Risk Management &
Governance
- VIDEO
CONFERENCE** Mr N Brady, Non-Executive Director
Ms R Coulter, Director of Planning, Performance & Informatics
Mrs B Campbell, Director of Children's Services & Executive
Director of Social Work
- IN ATTENDANCE:** Mr M O'Kane, Interim Director of Adult Services & Prison
Healthcare
Mrs M Weir, Director of Human Resources & Corporate Affairs
Dr D Robinson, Interim Director of Hospital Services
Mr S Martin, Executive Support Services Manager
- APOLOGIES:** Mr C Martyn, Medical Director
Mrs V Walker, Interim Assistant Director, Risk Management and
Governance & Board Secretary
Mrs J O'Hagan, Non-Executive Director
Mr M Mawhinney, Non-Executive Director

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 W Thompson to her first such meeting since taking up post as Director of Finance & Estates.

Members noted apologies submitted in advance from Mr Martyn, Mrs Walker, Mrs O'Hagan and Mr Mawhinney.

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.

Dr Briscoe declared a potential interest in Item 5.2 as a former Member of the

Governing Council of Camphill Community Glenraig and the business of the meeting proceeded.

3.0 MINUTES OF THE PREVIOUS MEETING HELD ON 17 JUNE 2020

The minutes of the previous meeting held on 17 June 2020, having been previously circulated, were taken as read and agreed as a true and accurate record.

4.0 MATTERS ARISING FROM THE MINUTES

For Approval and/or Discussion

4.1 Update – Board Governance Self-Assessment Tool Independent Verification

Dr Briscoe confirmed that the next external verification is scheduled for 2021 with Mrs Irene Hewitt of HSC Leadership Centre having been engaged to take forward this piece of work. Mrs Weir confirmed that for the next meeting of Trust Board scheduled for 30 September 2020 it was anticipated that there would be a draft programme for the Workshop to be held in October available for consideration.

For information/noting

4.2 Update – Review of Standing Orders & Standing Financial Instructions

Members received an update on the progress to date on a further revision and advised that this item will return to the Committee once completed.

4.3 Update – Board Assurance Framework 2018/21

Members received, for information, a copy of the Board Assurance Framework 2018/21, which had been circulated with the papers for the meeting. Dr Briscoe noted this matter has been considered previously and there was nothing further of note to discuss at this point in the meeting.

4.4 Update – Strategic Framework for Rebuilding Health & Social Services

Dr Briscoe noted this matter has been considered previously and there was nothing further of note to discuss at this point in the meeting.

5.0 NEW BUSINESS ITEMS

For Action/Discussion

5.1 Update – Terms of Reference for Governance Assurance Committee in respect of Covid-19 and Rebuild

Members received for consideration, a copy of the draft updated Terms of Reference for the Governance Assurance Committee reflecting proposed

changes to take account of Covid-19 and the HSC Rebuild process as previously suggested by Dr Briscoe and agreed by Trust Board.

In presenting the paper, Miss McAree drew Members' attention to one substantive proposed change at Section 5.0 – Remit of the Committee – within the existing document which inserted the following:

“For the duration of this version of the Terms of Reference document, this will also include the Trust’s response to Covid-19 and subsequently rebuilding of services.”

Mrs Weir advised that the Terms of Reference were reviewed following a decision at the previous Trust Board meeting and rather than having an additional remit added the existing wording had been expanded to include Covid and Rebuild with feedback welcomed.

Dr Briscoe noted the linkage between the Corporate Control Committee and SQIIC for both Covid and Rebuild and given that there will be a high degree of performance monitoring and management with both she was concerned with the potential overlap with the Finance and Performance Committee. Mr McGoran stated that it is appropriate that all committees factor both Covid and Rebuild into their Terms of Reference albeit from different angles.

Mr Brady suggested that the additional wording would be better positioned at the end of the first paragraph of Section 5 which referred to the overall remit of the Committee because where the wording is currently placed made its impact inconsequential.

Mrs Weir commented that there was potential merit in not amending the current Terms of Reference as they could be interpreted to encapsulate what is been suggested with Mr McGoran concurring that it is de facto already in place.

Mr Brady recalled that the intention had been because there had been changes in the foundation documents Trust Board had to review such issues because a failure to not reflect the new reality would leave the Board open to criticism.

Mrs Weir proposed that the suggested wording be included within the remit section of the Committee’s Terms of Reference taking into account today’s discussion. Mrs Weir further proposed that a similar exercise take place with the Corporate Control Committee, SQIIC and all other relevant standing committees.

Members agreed to proceed on this basis subject to two minor amendments in terms of membership (the inclusion of Mrs O’Kane as Mr Bradley’s successor and Mrs O’Hagan’s recent appointment as a Non-Executive Director to the Committee).

For Information/Noting

5.2 Update – End Year Reports by Chairpersons of Corporate Control and SQIIC

Members received for information, a copy of the SQIIC Sub-Committee Assurance Composite Report, Report on SQIIC Sub Committee End of year Statement 2019/20 and Objectives/Direction 2020/21 and Review of the Corporate Control Committee's Terms of Reference, Programme of Work and overall Effectiveness as of 31 March 2020, which had been circulated with the papers prior to the meeting.

Dr Briscoe noted that the SQIIC Sub-Committee Assurance Composite Report was in a style that she found helpful and understandable stating appreciation to all those involved in its preparation. Dr Briscoe added there was good qualitative information within the Report highlighting changes in research governance, staff challenges and excellent work on medicines management. Mr Brady highlighted the information on organ donation as being of particular interest.

Mrs Weir added that at the SQIIC meeting it was agreed that the same template would be used going forward and it would also be utilised for the Corporate Control Committee.

Mr McGoran commented that having not had a SQIIC meeting for some time the recent meeting had given him great assurance and highlighted the resilience of the governance committee structure. Members agreed a minor update at Ms Patterson's suggestion to reflect that independent sector governance piece now read sits within Mrs Campbell's remit.

Dr Briscoe asked Mrs Campbell for an update on recent developments with Adult Safeguarding. Mrs Campbell advised that the Adult Safeguarding Committee had met last week and discussed the outworkings of the Muckamore Review and continued work in progress around independent sector governance. Mrs Campbell stated that the Muckamore Review would need to be read across all governance activities in due course. In addition, the Minister had announced an Adult Safeguarding Bill which would bring Adult Services into line with Children's Services with its own Safeguarding Board for oversight purposes. Mrs Campbell concluded by noting that the Ministerial announcement will begin to shape a regional approach which will be multi-professional and multi-agency.

5.3 Internal Audit Review of Governance Arrangements during Covid-19

Ms McAree advised Members that an Audit will commence shortly focused on governance arrangements during Covid-19 reviewing the role of the Incident Control Room, command structures and RQIA. Work is currently ongoing to collate the necessary documentation for review.

Mr Brady welcomed the Audit as he noted it was something that he had requested as Chair of the Audit Committee and asked why the topic was coming before the Governance Assurance Committee instead. Dr Briscoe advised that it was for information at this stage.

Dr Briscoe asked where the Trust is currently with its Integrated Governance Strategy. Mrs Weir responded that it had been extended for twelve months and

deferred until the new Assistant Director, Risk Management & Governance came into post.

6.0 STANDING AGENDA ITEMS

For Action/Discussion

6.1 Update on the Corporate Risk Register for 2020/21 (1st Quarter update)

Members received for information, the paper titled SET Assurance Framework Report as at 8 September 2020 and associated papers, which had been circulated with the papers prior to the meeting. In presenting, Ms McAree briefly outlined the key aspects of each and invited questions from Members.

Dr Briscoe asked for an update on the status of the recruitment process for a permanent consultant microbiologist. Dr Robinson reported there had been no change but they were currently working through the process and we had sufficient cover in place with our locum staff.

Dr Briscoe asked for an update on prison healthcare services. Mrs O’Kane updated Members that she intended to review this risk to reflect the changes made over the last 18 months. She also reported that there had been some recent success recruiting a number of Band 5 nurses and a lead Allied Health Professional. A complete review of the service is being undertaken at present. There is a dedicated governance lead in place and there has been a significant improvement in our SAI position.

Mrs Weir noted that reporting on Datix over the Covid emergency had been extremely challenging. Over the last 8 weeks EMT had placed a priority focus on this area and it has reduced incidents overdue to 1200 (review stage) and 1700 incidents overdue (final reporting stage) from a high of circa 3000 only 2 months ago. Mr McGoran advised that neither category should be above 1500 but it should be down below that threshold on each.

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

Members received for information, the paper titled Position Paper in respect of the Organisational Controls Assurance Programme for 2019-20 and 2020-21, which had been circulated with the papers prior to the meeting. In presenting, Ms McAree advised that all the returns for 2019/20 had been received and no significant issues were found. Ms McAree stated that there is a meeting scheduled of the Group in early December and the Trust is ensuring that all necessary assurance statements are forwarded to the Department of Health upon request.

Dr Briscoe asked for an update on the position with Emergency Planning and Ms McAree responded that the respective return had not been asked for this year but that it had been reviewed and signed off. Mrs Weir advised that we take account of Covid and the impact this may have on our ability to progress the organisational controls programme during 2020/2021. It was noted that the

OCAG meets in December to fully explore and consider options available.

For Information/Noting

6.3 Minutes of the Corporate Control Committee (15 July 2020) and of the Safety, Quality Improvement & Innovation Committee (6 September 2019 and 4 September 2020)

Members received for information, the Minutes of the Corporate Control Committee meeting held on 15 July 2020 and of the Safety, Quality Improvement & Innovation Committee meetings held on 6 September 2019 and 4 September 2020, which had been circulated with the papers prior to the meeting. In presenting, Ms McAree outlined the key aspects of each and invited questions.

Mr McGoran advised that the minute for the SQIIC meeting held on 4 September 2020 was in draft form at this stage. Mrs O’Kane noted at that the Corporate Control Committee she had referred to some of the intended actions around the Muckamore Review following initial feedback from the HSC Leadership Centre with a Task and Finish Group potentially being established to bring to appropriate proposals back for comment and action in due course.

Dr Briscoe stated that she had learned much from the minutes circulated and in particular the ongoing work on the Whistleblowing Register (to be re-titled Raising Concerns). Dr Briscoe asked what if any conduit is in place in respect to concerns an individual might want to raise from within the independent sector. Ms Patterson responded that an individual could approach to the provider, the Trust and/or RQIA with any concerns and concluded that there is good assurance internally with robust structures in place to capture, assess then escalate if necessary.

Mr Brady asked where the Encompass programme would sit in terms of governance. Ms Coulter advised governance sits at Departmental level with a Regional Encompass Board and the Chief Medical Officer as Senior Responsible Officer (SRO). Ms Coulter confirmed that she is the internal SRO and if needs be any issues arising from Encompass can be escalated from EMT to Trust Board.

Mr Brady stated his view that ultimately there will be a heavy reliance on Encompass to deliver on many of the proposed changes HSC may need to undertake over the coming years and this will through necessity affect all Trust plans and committee business. Ms Coulter noted that there is strong governance around the programme led by Mr Dan West as Chief Information Officer.

6.4 Terms of Reference, Review of Effectiveness for the Safety, Quality Improvement & Innovation Committee 2020-21

Members received, for information, the paper titled Terms of Reference, Review of Effectiveness for the Safety, Quality Improvement & Innovation Committee 2020-21, which had been circulated with the papers prior to the meeting. In presenting, Mrs Campbell briefly outlined the key aspects of each and invited questions from Members.

Mr Brady asked if the earlier discussion on Covid and Rebuild being recognised as part of the Committee's Terms of Reference were reflected in these papers. Mrs Weir advised that the same approach will be used as determined at today's meeting and communicated to other Committees to consider in light of the own specific functions.

7.0 ANY OTHER BUSINESS

7.1 Update – Glencraig

Mrs O'Kane advised members that over the last number of months a total of four safeguarding incidents had occurred and a member of staff suspended as a consequence – one of the incidents involving one of the Trust's service users. A Serious Concerns Meeting was held and it was agreed that the Trust would take the lead of the safeguarding review which will include the governance structure as well as the culture of the organisation and that is progressing at pace.

Responding to a query from Dr Briscoe on the source of the complaint, Mrs O'Kane advised that this first came to the Trust's attention via Glencraig's own internal processes. Mr McGoran noted a wider lesson around a clear focus on cross-Trust partnership working at operational level to ensure such issues are identified and actioned with information sharing key in so far as it is possible.

7.2 Update – Marmion Children's Home

Dr Briscoe requested an update on Marmion Children's Home. Mrs Campbell advised that there had been a recent SAI filed relating to a historic event which was not notified at the time and noted that the Trust has taken the appropriate measures thereafter to deal with the matter.

7.3 Update – Temporary Changes to HSC Management Framework

Mrs Weir advised that the Minister had issued correspondence announcing a review in January 2021 and a formal 12-week consultation starting on Monday of this week. Dr Briscoe expressed her contentment that the Department had taken this broader approach to engagement with key stakeholders including the general public. Mrs Weir noted that the topic would come before Trust Board at its scheduled meeting on 30 September 2020.

8.0 DATE AND VENUE OF NEXT MEETING

The Chairman confirmed that the next Governance Assurance Committee meeting will be held on **Wednesday 16 December 2020 at 12 noon in the Board Room, Trust Headquarters, Ulster Hospital, Dundonald.**

The meeting ended at 2.04pm