

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 10 March 2021 at 12 noon via Zoom hosted from the Meeting Room, Trust HQ, Ulster Hospital, Dundonald

- PRESENT IN HQ:** Dr M Briscoe, Non-Executive Director (Chair)
- PRESENT** Mr N Brady, Non-Executive Director
REMOTELY: Mrs J O'Hagan, Non-Executive Director
Mr J Patton, Chairman (Acting) of Trust Board
Ms R Coulter, Director of Planning, Performance & Informatics
Ms B Campbell, Director of Children's Services & Executive
Director of Social Work
Mr S McGoran, Interim Chief Executive
Mr C Martyn, Medical Director
Mrs W Thompson, Director of Finance and Estates
Ms N Patterson, Director of Primary Care, Older People &
Executive Director of Nursing
- ATTENDANCE IN HQ:** Mrs M McNally, Assistant Director, Risk Management and
Governance & Board Secretary
- ATTENDANCE** Mr M O'Kane, Interim Director of Adult Services & Prison
REMOTELY: 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 (minutes)
Mrs V Walker, Head of Risk Management Advisory Services
(Item 5.1 only)
Mrs R McGrath, Deputy Datix Administrator (Item 5.1 only)
Ms J Davidson, Assistant Director, Social Care Procurement and
Commissioning (Item 5.8 only)
- APOLOGIES:** Mr M Mawhinney, Non-Executive Director

1.0 CHAIRMAN'S BUSINESS

Dr Briscoe extended a warm welcome to everyone joining today's meeting particularly Mrs O'Hagan attending her first meeting as a new Member and Mrs McNally as the recently appointed Assistant Director, Risk Management & Governance.

Dr Briscoe also advised Mrs Walker, Mrs McGrath and Ms Davidson would be joining for the purposes of presenting the Committee. Dr Briscoe noted apologies submitted in advance from 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. None were received and the business of the meeting proceeded.

3.0 MINUTES OF THE PREVIOUS MEETING HELD ON 16 SEPTEMBER 2020

The minutes of the previous meeting held on 16 September 2020, having been previously circulated, were taken as read and agreed as a true and accurate record.

4.0 MATTERS ARISING FROM THE MINUTES

4.1 Update – Board Governance Self-Assessment Tool Independent Verification

Mrs McNally provided a verbal update to Members advising that Risk Management and Governance had been liaising with the HSC Leadership Centre to support this piece of work to completion as external verification is scheduled to take place this calendar year. Mrs McNally added that she would provide the Committee in due course with a further update.

4.2 Update – Internal Audit Review of Governance Arrangements during Covid

Mrs McNally provided a verbal update to Members advising that Risk Management and Governance had been informed that all relevant audit work had been completed and we are awaiting receipt of the draft report which will be furnished to Members in due course.

5.0 NEW BUSINESS ITEMS

5.1 Presentation – Datix Update

Members received for consideration, a presentation titled Datix Update which had been circulated in advance of the meeting. Mrs McGrath provided a comprehensive overview of the Datix system including how incidents are reported and reviewed by managers and explained how the team had taken a proactive approach towards on-going support and training to those involved in the Datix system. Mrs McGrath highlighted that reviewers have 20 days from an incident being reported to move the matter to final approval and noted the importance of capturing potential risks through the process. Mrs McGrath concluded by explaining to Members how the Dashboard system operated.

Discussion ensued. Dr Briscoe welcomed the real time nature of the system and the ability to triangulate incidents across services. Mr Brady asked how the system linked to Serious Adverse Incidents (SAIs) and Mrs McGrath explained the interaction between the two pathways but that SAIs would be diverted if initially categorised as an incident to the appropriate pathway using a unique code number. Following a suggestion from Mr Brady in relation to visibility of

such matters on Dashboards for reviewing managers, it was agreed to consider the proposal further offline. Dr Briscoe concluded by thanking Mrs McGrath and Mrs Walker for their presentation and requested a future update in due course.

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

Members received, for consideration, the draft Annual Review of the Committee's Terms of Reference and Programme of Work which had been circulated with the papers prior to the meeting. Following a short discussion, Members approved the draft Terms of Reference and Programme of Work as tabled.

5.3 Draft Report on the Effectiveness of the Governance Assurance Committee

Members received, for consideration, the draft Report on the Effectiveness of the Committee which had been circulated with the papers prior to the meeting. Dr Briscoe proposed reference be made within the draft report to the Third Party Report Register recognising that there was visibility at Trust Board Sub-Committee level in respect of same. Ms Patterson highlighted that the SQE Committee would also review same feeding into both SQIIC and Corporate Control Committee. Following discussion, Members approved the draft Report as tabled subject to Dr Briscoe's proposal.

5.4 Draft Annual Governance Report

Members received, for consideration the draft Annual Governance Report which had been circulated with the papers prior to the meeting. Following a brief discussion, Members approved the draft Annual Governance Report as tabled

5.5 Draft Corporate Control Committee Action Plan for 2021/22

Members received, for consideration, the draft Annual Governance Report which had been circulated with the papers prior to the meeting. Mrs McNally briefed Members on its contents and confirmed that the Corporate Control Committee at its meeting on 20 January 2021 had recommended approval. Following a brief discussion, Members approved the draft Action Plan as tabled.

5.6 Update – End-Year Reports 2020/21 by Chairpersons – Corporate Control Committee & Safety Quality Improvement & Innovation Committee

Mrs McNally provided a verbal update highlighting that SQIIC was due to meet at the end of March 2021 to consider its end of year position and Corporate Control Committee likewise in mid-April 2021 on the basis of the format as recently agreed by this Committee. Mrs McNally advised that the expectation would be that the End-Year Reports would be available for the next scheduled meeting of this Committee.

5.7 Items for Escalation from Sub-Committees

- **Draft Report on the Board Assurance Framework & Corporate Risk Register 2020/21 (via Corporate Control Committee of 20 January 2021)**

Mrs Weir advised that she had proposed this item be escalated and noted that it ordinarily forms part of the Programme of Work for this particular meeting in any event. Mrs Weir advised there was a recognition of the need to review how to streamline both processes and papers feeding into Board Committees and that while there had been a need to ensure continuity and stability throughout Covid it was now timely to review Board structures and processes. Mrs McNally advised that Mrs J Champion from HSC Leadership Centre had been engaged to take forward a review based amongst other factors on feedback received from Board Members at Trust Board Workshop in October 2020 with the aim of maximising our levels of assurance. A short discussion ensued during which Members provided additional feedback including the importance to consider the potential impact of Rebuild and the potential expansion of SharePoint usage which Mrs McNally confirmed would be fed into the review process.

5.8 Presentation – Independent Sector Governance Review – One Year On

Members received, for information, a presentation titled Independent Sector Governance – One Year One which had been circulated with the papers prior to the meeting. Ms Davidson provided a detailed update on activity since the last Committee presentation in May 2021 highlighting that effective partnership working with independent sector providers throughout Covid had been crucial with feedback so far being really positive. Ms Davidson continued that a monthly activity report and a quarterly assurance paper are prepared for consideration by a SQIC Sub-Committee highlighting progress in capturing incidents and complaints with regards independent sector providers. Ms Davidson detailed steps taken in terms of performance issues and a renewed focus on shared learning including the provision of support or training making initiative use of Zoom and Paper Tiger on subjects from PPE to IPC as well as facilitating independent sector incident training becoming mandatory. Ms Davidson also advised amongst others issues of the Annual Contract Review process, progress against Trust Governance Review recommendations and the team's plans for 2021/22 which include:

- Phase 2 – Investment Review and Action
- Datix Recording – commencing with medicines incidents
- Improved closure – target 80% of incidents/complaints
- Incident and complaints validation/RQIA analysis
- Medication incidents QI Project
- Cross Directorate operational working group
- Enhance Children's Contracts reporting and analysis
- Domiciliary care – validation programme
- Develop 2021/22 Cross Directorate Governance Action Plan
- Taking a flexible approach in relation to prioritisation with regards any future recommendations that might come forward

Discussion ensued with Members commending Ms Davidson and team for their efforts to date. In response to Mrs O'Hagan on communications with service users and key stakeholders, Ms Patterson explained that each individual has a primary relationship with their key worker and/or line manager with corporate communications focused on overarching aspects such as enhancing key worker

training and elected member representative engagement acknowledging that this is part of a continuous improvement journey learning as issues are identified. Ms Davidson also responded to Mrs O'Hagan in respect to how failure to comply notices and performance notices compared regionally. Dr Briscoe concluded the discussion stating she looked forward to an update in due course in line with the Programme of Work schedule.

5.9 Covid Vaccination Programme

Members received, for consideration, a paper titled Covid-19 Vaccine Centre at SSE Arena Belfast Briefing Paper together with associated papers which had been circulated prior to the meeting. Ms Coulter briefed Members on governance arrangements in place as lead organisation for the delivery of the Covid-19 Greater Belfast Vaccination Centre acknowledging the project's tremendous scale and interest and paid particular thanks to Mrs McNally for her support in completing the required risk assessments and registers. Ms Coulter stated that the Trust would be the employer operating on site including those recruited via the Regional Workforce Appeal with commencement of operations set for Monday 29 March 2021 operating 12 hours a day 7 days a week and outlined how plans for completing the activity at UHD Vaccination Centre by 9 May 2021 before all activity is concentrated at the SSE Arena with completion targeted by mid-August 2021 subject to vaccine availability.

Discussion ensued with Members noting the complexities associated with such a significant project, the multi-agency partnership which had been brought together and the workforce challenges remaining.

6.0 STANDING AGENDA ITEMS

6.1 Update on the Corporate Risk Register for 2020/21 and Preparation for 2021/22 Corporate Risk Register

Members received, for information, the associated Corporate Risk papers which had been circulated prior to the meeting. Ms McNally outlined the key aspects confirming that the papers had been reviewed at the recent Corporate Control Committee with a meeting scheduled with EMT colleagues to review the full risk register in preparation of a 2021/22 baseline position.

Dr Briscoe asked for information on prison healthcare risks and whether a presentation on associated quality of care and governance arrangements could be facilitated. Mrs O'Kane welcomed the opportunity to present at a further meeting noting that the risk severity may have already been reduced following the EMT end of year review.

6.2 Update – Organisational Controls Assurance Group 2020/21

Members received a verbal update in respect of the Organisational Controls Assurance Programme for 2020-21 from Mrs McNally who advised that all 2020/21 returns had been received and no significant issues identified noting that during Covid the requirement for a number of returns had been paused.

6.3 Minutes of the Corporate Control Committee (16 October 2020 and 20 January 2021) and Safety, Quality & Innovation Committee (4 December 2020)

Members received for information, the Minutes of the Corporate Control Committee meetings held on 16 October 2020 and 20 January 2021 as well as those of the Safety, Quality Improvement & Innovation Committee meeting held on 4 December 2020, which had been circulated prior to the meeting. Mrs McNally briefly outlined the key aspects of each and there being no questions from Members, it was agreed to note the minutes as tabled.

6.4 Actions Plan for Corporate Control Committee 2020/21 (update as at 1 March 2021)

Members received, for consideration, a copy of Sub-Committee Action Plan 2020/21. No items for identified for discussion.

7.0 ANY OTHER BUSINESS

Director of Human Resources & Corporate Affairs – Early Retirement

Dr Briscoe acknowledged that this would be the final Committee meeting for Mrs Weir prior to her early retirement paying tribute for her many valuable contributions over the years wishing Mrs Weir every best wish for the future. Mrs Weir thanked Dr Briscoe and fellow Committee members for their comments, valuable support and friendship.

8.0 DATE AND VENUE OF NEXT MEETING

Dr Briscoe confirmed that the next Governance Assurance Committee meeting will be held on **Wednesday 16 June 2021 at 12 noon via Zoom hosted from the Meeting Room, Trust Headquarters, Ulster Hospital, Dundonald.**

The meeting ended at 1.23pm.