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## WEST GLOUCESTERSHIRE PRIMARY CARE TRUST

### Notes of the Integrated Governance Committee Meeting held on Monday 24 July 2006 10.00 a.m. in the Boardroom, Unit 8, Highnam Business Centre

<b>Present:</b>	Fred Simpson	(Chair), Non-Executive Director
<b>In Attendance:</b>	Hugh Annett	Director Public Health
	Sarah Hughes	Assistant Director Clinical Governance
	Denise Kemeys	Secretary,
	Maria Metherall	Modern Matron, Forest Community Hospitals
	Sarah Robinson	Assistant Director (Corporate Development)
	Dee Rogers	Information Governance Manager, Cheltenham and Tewkesbury PCT
	Debbie Townsend	Claims & Complaints Manager

#### 031/06 APOLOGIES FOR ABSENCE

Apologies were received from Amanda Fisk, John Ford, Helen Hodgson, Jan Marriott, Ann McCluskey, Mike Theelke and Mark Parsons, all of West Gloucestershire Primary Care Trust, Derek Harbottle, Non-Executive Director and Alex Harrington, PEC Representative.

#### 032/06 MINUTES OF THE MEETING HELD ON FRIDAY 24 MARCH 2006

The minutes of the meeting held on Monday 22 May 2006 were agreed as a correct record.

#### 033/06 MATTERS ARISING

##### Infection Control

Fred Simpson confirmed that he has received a copy of Kathy Pitt's report on Infection Control and arrange for it to be distributed to members of the Integrated Governance Committee.

**Action: Fred Simpson**

Sarah Hughes suggested that in future she report to the Integrated Governance Committee on Infection Control on Kathy Pitt's behalf. This was agreed by the Committee.

It was observed that the Annual Infection Control Report had not been presented to the Integrated Governance Committee prior to the Board.

Sarah Hughes has spoken with Phillipa Moore, Doctor of Microbiology, Gloucestershire Hospitals Trust, to discuss undertaking a critical analysis of the risks detailed through the infection control report. Sarah Hughes will report back to the next meeting.

***Action: Sarah Hughes***

Sarah Robinson recommended that the Annual Infection Control Report become a standard agenda item for review by the Integrated Governance Committee.

***Action: Denise Kemeys***

#### Procedure for Dealing with the Coroner's Office

Sarah Robinson informed Members that the work continues to ensure West Gloucestershire Primary Care Trust has correct, effective and appropriate procedures in place when dealing with the Coroner's office. Having recently met Ann Griffiths of Cotswold and Vale Primary Care Trust, procedures have been clarified and Sarah suggested that the finalised procedure is submitted to the September's Integrated Governance Committee meeting. This was agreed.

***Action: Denise Kemeys and Sarah Robinson***

#### Standards for Better Health - Schedule for Core and Developmental Standards

Sarah Robinson presented a schedule for core and developmental standards to be considered in readiness for the transition to the Gloucestershire Primary Care Trust. The schedule will also assist the review of standards prior to declaration for the annual health check in April 2007.

This document demonstrates ownership by directorate of each domain and furnishes the Integrated Governance Committee with a timetable of the work to be undertaken and when evidence is to be produced. It will be the Departmental Directors' responsibility to inform their staff in good time what evidence they intend to use and need to have provided.

West Gloucestershire Primary Care Trust Non-Executive Directors will be required to sign off any evidence produced and therefore hold responsibility for checking that sufficient evidence has been produced from each directorate and that it provides assurance that West Gloucestershire Primary Care Trust is compliant.

Fred Simpson suggested a process be established whereby progression of each standard is clearly indicated and for this schedule to be brought to each Integrated Governance Committee Meeting for regular updates.

***Action: Sarah Robinson / Denise Kemeys***

Fred requested that once evidence for each standard has been compiled it is brought to the Integrated Governance Committee in January 2007 to allow time for any unforeseen problems to be rectified prior to assessment.

***Action: Sarah Robinson / Denise Kemeys***

Hugh Annett agreed that using a form of 'select committee' who would receive assurance on standards from each Director would be a progressive approach. The Director presenting the assurance to the select committee would also reflect:

- i. Any action plan being undertaken or any action plan required to bring the directorate into compliance with core or developmental standards
- ii. The assurance system within each directorate
- iii. the compliance with standards and quality of evidence

The Select Committee would then report to the Integrated Governance Committee on the level of assurance received from the director.

The members of the Integrated Governance Committee agreed that it was a positive approach and requested that Sarah takes it forward to the next stage.

***Action: Sarah Robinson***

### Risk Bulletin

Sarah Robinson presented the first issue of the Risk Bulletin. She explained that it had been sent out to the PCT colleagues via the weekly mailings and e-mail, and that she and Mark had received positive feedback.

Issue 2 is due to be distributed in August and if Members' have any articles they wish to have included she and Mark Parsons would be pleased to receive them.

**034/06**

## **COMMUNITY CHANGE PROGRAMME**

### Discussion of Governance Issues

Fred Simpson informed members that governance relating to the community change programme was discussed at the June Board meeting. He reflected the views of the Board that during the period of change the risk profile of the organisation increased substantially.

Sarah Robinson suggested that the organisation would require flexibility to allocate resources to any unforeseen risks arising as a result of the impact of the Community Change Programme and that each of the existing Chief Executives of the three Gloucestershire Primary Care Trusts should be informed if the unforeseen risk affects their organisation. It would then be up to the Chief Executives to decide whether or not to allocate resources to reduce the risk impact.

Following Jackie Dodds' recommendation the Committee agreed to request that the Community Change Steering Group Lead Directors review their project's risks and the impact that those risks will have on the existing PCT's objectives and the new PCT's objectives and business plan. It was further recommended that if there is either a risk new to the register that had a significant rating, or there is an increase in the rating of an existing risk arising out of the Community Change then the risk register is updated accordingly and the IGC and Chief Executive alerted to the fact.

***Action: Sarah Robinson***

## REPORTS

035/06

### RISK REGISTER

#### Risk Register Amendments July 2006

Sarah Robinson presented an update of the Risk Register which incorporated updates and changes to the Assurance Framework. The risk register was also presented at the July 2006 Board Meeting.

Sarah agreed that when the register is next presented arrows would indicate whether the risk rating had increase or decreased, and would identify any new risks added to the register. It was suggested that the Lead for each particular area of risk should be included on the register and Sarah agreed to look at the feasibility of this.

***Action: Sarah Robinson***

In response to Maria Metherall, Sarah Robinson explained that the Operational Risk Group was brought together to regularly review the risk register and dependent on the governance structure of the new organisation will review the risk register of the new PCT for completeness. Sarah Robinson to check the similarities of risk numbers 2 and 164 on the register, and to remove any dated risk from the print-out.

Sarah explained to the Committee that there will be a considerable amount of work to be done when the three Gloucestershire Primary Care Trusts merge and that the governance leads for each of the Gloucestershire Primary Care Trusts are currently working on this.

***Action: Sarah Robinson / Denise Kemeys***

035/06

### STANDARDS FOR BETTER HEALTH

Sarah Robinson brought before the Committee a paper on behalf of Amanda Fisk detailing Core Standard C1a. Sarah explained the contents and purpose of the document and how this will give Directors a positive understanding of what evidence is required and how to target the work of the department. Sarah suggested this be a useful pro-forma for Directors to bring to the Select Committee. This was agreed by the Integrated Governance Committee.

Sarah Robinson was requested to send a copy of this document to all West Gloucestershire Primary Care Trust Directors.

***Action: Sarah Robinson***

036/06

### PRISON UPDATE

To be carried forward to the next agenda when John Ford is in attendance.

***Action: Denise Kemeys***

037/06

## INFORMATION GOVERNANCE

Dee Rogers presented a paper identifying the top five information risks. She highlighted the topical risk 'implementation of NCRS Millenium R0' which has potential information governance risks attached to it in terms of legacy systems. Dee explained there is an NCRS Project Board which meets monthly to establish a change management model to minimise risks, but it was still an area for consideration by the Integrated Governance Committee.

Another risk related to information management is the impact of lost or delayed records on treatment, delivery, clinical effectiveness and patient experience. Dee explained the NCRS Project Board was not getting any closure for any of these issues. Various areas have been identified where improvements can be made on minimising lost or delayed records. Dee felt that as there is no dedicated health records manager this increased the likelihood of the risk event occurring.

Dee also explained the County clinical records policies and procedures are currently being reviewed by County health professional groups co-ordinated by Liz Fenton of Cotswold and Vale PCT. This was to manage the risk of sustaining and improving access to medical records, and the maintenance of satisfactory standards of records management following reconfiguration.

There are also inherent risks to process controls in relation to information governance and legal compliance. The two key areas that are being reviewed are Data Protection and Freedom of Information. Dee highlighted to members that the newly formed Gloucestershire Primary Care Trust will need to be registered under the Data Protection Act 1998 and the registration itself will require that an audit of data flows and sources of data is carried out.

The Committee thanked Dee for her report.

038/06

## UPDATE ON BUSINESS CONTINUITY PLANNING

To be carried forward to the next agenda when Amanda Fisk is present.

***Action: Denise Kemeys***

039/06

## SERIOUS UNTOWARD INCIDENTS (SUI)

Sarah Robinson confirmed that there are no new serious untoward incidents to report.

Sarah reported that an incident regarding Highgrove Care Home is to be reviewed at the Operational Risk Group meeting on 25 July 2006. Sarah Hughes explained that she, Mark Parsons, Debbie Townsend and Micky Jarvis, undertook a full root cause analysis, after which a lengthy discussion ensued as to how to progress this and it was agreed that Social Services are to be contacted in the first instance.

***Action: Sarah Hughes***

040/06

## DATE OF NEXT MEETING

The next meeting will be held on Monday 18 September 2006 at 10.00 a.m. in the Boardroom, Unit 8, Highnam Business Centre.