



AGENDA

INTEGRATED GOVERNANCE COMMITTEE

Tuesday, 20<sup>th</sup> April 2021 @ 9.30 a.m.

Virtual Meeting via Zoom

			Fundamental Standard
1	Apologies / Introductions	<b>A McCreadie</b> 9.30 – 9.35	8,17
2	Declaration Conflicts of Interest: <i>The Chair and members of this meeting are reminded that if they have any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter which is the subject of consideration at this meeting, they must, as soon as practicable after the commencement of the meeting disclose that fact and not take part in the consideration or discussion of the contract, proposed contract or other matter, nor vote on any question with respect to it.</i>	<b>All</b>	8,17
3	Review of Minutes from meeting held on the 16 <sup>th</sup> February 2021	<b>A McCreadie</b> 9.35 – 9.40	8,17
4	Review Summary of Actions & Matters Arising	<b>All</b> 9.40 – 9.45	8,17
5	Information Governance Committee Work Plan Schedule	<b>P Benton</b> 9.45 – 9.50	
<b>Patient Safety</b>			
6	Quality Everyday Audit (Pilot)	<b>S Capon</b> 9.50 – 10.00	8,9,12,17,18,19
7	HR Briefing, Sickness, Wellbeing & Workforce	<b>D French</b> 10.00 - 10.10	8,17,18,19
8	Systems Updated Following Incident Trends – Information Governance & Pressure Ulcers	<b>A Jennings</b> 10.10 – 10.20	
9	Incidents Affecting Patients & Staff	<b>S Leech</b> 10.20. – 10.25	8,9,12,17,18,19
10	In Patient Unit (IPU) Incidents	<b>S Jenkins</b> 10.25 – 10.30	8,9,12,17,18,19
11	Incidents Affecting Staff	<b>W Shepherd</b> 10.30 – 10.35	8,9,13,17
12	Medicines Incidents	<b>F Price</b> 10.35 – 10.40	8,17
13	Safeguarding	<b>R Black</b> 10.40 – 10.45	8,9,12,17,

14	TB Update	<b>T Sutton</b> 10.45 – 10.50	
	<i>Refreshment Break</i>	<i>10.50 – 11.00</i>	
15	Policy Update	<b>S Leech</b> 11.00 – 11.05	
16	Information Governance	<b>H Lewis</b> 11.05 – 11.10	
17	Operational / Medical Devices	<b>N Wright</b> 11.10 – 11.20	8,12,15,17
18	Practice Education Report	<b>S Capon</b> 11.30 – 11.40	
19	Risk Register	<b>H Lewis</b> 11.40 – 11.50	8,12,17
20	Estates & Facilities Update	<b>S Warner</b> 11.50 – 12.00	8,12,14,15,17
21	IT Exceptions Report	<b>C Coleman</b> 12.00 – 12.10	8,17
22	<u>For Noting Minutes of Meetings</u> <ul style="list-style-type: none"> <li>➤ Draft IPACC Minutes 11<sup>th</sup> March 2021</li> <li>➤ Draft Minutes Health &amp; Safety Committee 11<sup>th</sup> February</li> <li>➤ Minutes Harm Free Care Meeting 25<sup>th</sup> February</li> </ul> <u>Reports for Information</u> <ul style="list-style-type: none"> <li>➤ BCP Development Tracker 1<sup>st</sup> April 2021</li> <li>➤ Health, Safety, Security Performance &amp; Resilience Report February &amp; March 2021</li> <li>➤ Incident Review Group Terms of Reference</li> </ul>	<b>A McCreadie</b> 12.10 - 12.15	8,17
23	AOB	<b>All</b> 12.15 – 12.25	8,17
24	Evolve Signature Behaviours	<b>All</b> 12.25 – 12.30	8,17
	Date & Time of Next Meeting		
	Tuesday, 22 <sup>nd</sup> June 2021 @ 9.30 a.m., Board Room Hamilton House or Virtual meeting via Zoom		

<b>- CQC Fundamental Standards</b>	
<b>Regulation</b>	<b>Standard</b>
Reg 5	Fit and proper person
Reg 8	General
Reg 9	Person-centred care
Reg 10	Dignity and respect
Reg 11	Consent
Reg 12	Safety
Reg 13	Safeguarding from abuse
Reg 14	Food and drink
Reg 15	Premises and equipment
Reg 16	Complaints
Reg 17	Good governance
Reg 18	Staffing
Reg 19	Fit and proper staff
Reg 20	Duty of candour
Reg 20a	Display of ratings

<b>5 Key Lines of Enquiry</b>
SAFE
EFFECTIVE
CARING
RESPONSIVE
WELL-LED