



## AGENDA

### INTEGRATED GOVERNANCE COMMITTEE

Tuesday, 10<sup>th</sup> December 2019 @ 9.30 a.m.

Conference Room Hamilton House

			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>	5,8,17
3	Review of Minutes from meeting held on the 8 <sup>th</sup> October 2019	<b>A McCreadie</b> 9.35 – 9.40	8,17
4	Review Summary of Actions & Matters Arising	<b>All</b> 9.40 – 9.55	8,17
5	Patient Story	<b>Glenis Leech</b> 9.55 - 10.15	8,9,17
6	Ratify IGC Terms of Reference	<b>All</b> 10.15 – 10.20	8, 17
7	Governance <ul style="list-style-type: none"> <li>• Quality Report</li> <li>• Health, Safety &amp; Security Performance Report</li> <li>• Security &amp; Resilience Update (Verbal)</li> </ul>	<b>H Lewis</b> 10.20 – 10.30 <b>W Shepherd</b> 10.30 – 10.40 <b>W Shepherd</b> 10.40 – 10.45	8,12,16,17
8	Clinical Risk Register	<b>H Lewis</b> 10.45 – 10.55	8,12,17,18
9	CQC Update	<b>N Cushen</b> 10.55 – 11.00	8,17
10	Information Governance Report	<b>H Lewis</b> 11.00 – 11.05	8,17

	<i>Refreshment Break</i>	11.05 – 11.15	
11	Vaccination Update	<b>P Hair</b> 11.15 – 11.20	8,12,17,19
12	Practice Education Report	<b>H Lewis</b> 11.20 – 11.30	8,17,18
13	Policy Update	<b>S Leech</b> 11.30 – 11.35	8,17
14	Estates & Facilities Report	<b>S Warner</b> 11.35 – 11.40	8,15,17
15	Change Makers (EMS) Report	<b>H Lewis</b> 11.40 – 11.50	8,14,15,17
16	CQUIN / Medical Devices Update	<b>N Wright</b> 11.50 – 12.00	8,15,17
17	IT Exceptions Report	<b>C Coleman</b> 12.00 – 12.10	8,15,17
18	<p>For information:</p> <p><u>Minutes of Meetings</u></p> <ul style="list-style-type: none"> <li>⤴ Draft Caldicott/Information Governance 12<sup>th</sup> November 2019</li> <li>⤴ Draft Medicines Management 31<sup>st</sup> October 2019</li> <li>⤴ Medical Devices Meeting 14<sup>th</sup> October 2019</li> <li>⤴ Draft Health &amp; Safety Committee 17<sup>th</sup> October 2019</li> <li>⤴ Change Makers (EMS) Minutes 6<sup>th</sup> November 2019</li> <li>⤴ Draft Quality Assurance Meeting 27<sup>th</sup> September 2019</li> <li>⤴ Research Minutes 12<sup>th</sup> November 2019</li> <li>⤴ Draft Minutes Mortality Review 24<sup>th</sup> October 2019</li> <li>⤴ Draft Minutes Safeguarding 17<sup>th</sup> October 2019</li> </ul> <p><u>For Noting:</u></p> <ul style="list-style-type: none"> <li>⤴ ECCH Assurance Framework</li> <li>⤴ Clinical Supervision Log</li> </ul>	<b>A McCreadie</b> 12.10 – 12.15	8,17
19	AOB	<b>All</b> 12.15 – 12.25	8,17
20	Evolve Signature Behaviours	<b>All</b> 12.25 – 12.30	8,17

	<p>Date &amp; Time of Next Meeting</p> <p>Tuesday, 11<sup>th</sup> February 2020 @ 9.30 a.m., Board Room Hamilton House</p>		
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<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