




	<p style="text-align: center;"><b>ACUTE GOVERNANCE COMMITTEE</b>  <b>Wednesday 21<sup>st</sup> November 2018 at 1230 hours</b>  <b>in Boardroom, University Hospital Wishaw</b></p> <p><b>Attendance:</b>  Dr A. Osborne, Non-Executive Director, Chair  Ms H. Knox, Director of Acute Services  Mrs J. Edwards, Hospital Site Director, University Hairmyres  Mrs F. Dodd, Director of Nursing  Mrs A. Fyfe, Hospital Site Director, University Monklands Hospital  Mrs J. Park, Director of Access  Dr J. Keaney, Medical Director  Mr D. Yuille, Director of Finance  Mrs A. Campbell - Interim Director of HR Acute  Ms M. Mark, Hospital Site Director University Hospital Wishaw  Mrs M. Morris, Non-Executive Director  Mr M. Fuller, Non-Executive Director  Ms M. Hunter, Partnership Representative  Mrs A. Lindsay, Vice Chair Clydesdale Health &amp; Social Care Forum  Ms L. Thomson, Non-Executive Director  Mrs N Brown, PA to Nurse Director</p> <p>Item 7 – Mr G. Simpson</p> <p><b>Apologies:</b>  Mr D. Masterton, Chair North PPF Representative  Mrs M. Waters, Communications Manager  Mr C. McKay, Communications Officer  Councillor P. Kelly, Non-Executive Director  Ms Fiona Watson, Operational Support Manager</p>	
1.	<p><b>Welcome</b></p> <p>Dr Osborne welcomed everyone to the meeting and noted the apologies.</p>	
2.	<p><b>2.1 Risk Review</b></p> <p>Ms Knox noted that there were no immediate updates to the current risks in terms of controls in place or risk level and no urgent actions were noted to be undertaken.</p> <p>The Committee noted a revised risk level for the General Surgery Risk.</p>	
3.	<p><b>Minutes of Acute Operating Management Committee Meeting Held on 19<sup>th</sup> September 2018</b></p> <p>The Acute Governance Committee accepted the minutes as an accurate log of the meeting held on 19<sup>th</sup> September 2018.</p> <p>The action log was reviewed.</p>	

	<p>The members have been asked to complete the meeting reflection questionnaire and submit to Fiona Watson by 24<sup>th</sup> October 2018. It was noted the results would be discussed at the meeting.</p> <p>Dr Osborne asked if we had any stats on the uptake of the flu vaccine against the seasonal absence stats. Mrs Campbell advised at this time we do not hold these stats. Mrs Campbell stated a request has been made to Salus/OH colleagues to ask them to review for last year and this year (flu uptake, long and short term absences) and would produce information when available.</p> <p>Ms Mark confirmed the Maternity service absence data has now been included within their site report.</p> <p>Modernisation of Outpatient Services. Graham Simpson was in attendance to provide an update.</p>	
4.	<p><b>Performance Overview, Risks and Strategic Agenda</b></p> <p>Ms Knox delivered a presentation on performance, which is embedded for information.</p>  <p>Overview Presentation 211118</p> <p>Ms Knox stated the presentation provided the overall attendances by site. It was noted that we are currently in a more stable position. Our overall compliance has shown a significant improvement.</p> <p>University Hospital Wishaw is on Scottish Government reporting.</p> <p>Ms Knox noted that TTGs are currently below agreed targets.</p> <p>Mrs Park stated a submission had been provided to the Scottish Government for funding for the 30 month plan project. It was noted a meeting was due to take place at the end of November, thereafter we would be informed if NHSL submission has been successful.</p> <p>Mr Yuille noted a £3.7 million overspend. Although this is still an overspend it was seen to be a good news story as over the past 3 years the Acute Services have halved their overspend.</p>	
5.	<p><b>Governance Sub Group Meetings</b></p> <p>The Committee broke into the following sub groups to seek assurance on improvement measures being taken:</p> <p><b>Activity</b> Heather Knox, Judith Park and Anne Lindsay</p> <p><b>People/Staff</b></p>	

	<p>Annmarie Campbell, Margaret Morris</p> <p><b>Quality/Patient Safety/Clinical Governance</b> Frances Dodd, Dr John Keaney and Dr Avril Osborne</p> <p><b>Finance</b> Derek Yuille / Lesley Thomson</p>	
6.	<p><b>Governance Sub Groups Feedback</b></p> <p><b>6.1 Activity</b> Ms Knox provided an update from their group discussion highlighting the current elective bed base as small in comparison to Unscheduled Care. The group noted it would be advantageous if we could predict unscheduled care. The group also discussed the number of planned care patients that are cancelled.</p> <p><b>6.2 Our Sickness Absence Policy</b> The Group noted the absence trend was moving in the wrong direction. Mrs Campbell noted a meeting is being arranged with external companies to review their sick absence policy. Update to be provided at the next meeting in March 2019.</p> <p><b>6.3 Quality/Patient Safety/Clinical Governance</b> Mrs Dodd updated the group on their discussion on how we support multi professional shared learning and how we take it across the professions. The group noted that conditions need to be led from the bottom up.</p> <p><b>6.4 Finance</b> Mr Yuille provided an update from the group discussion noting the comparison between 17/18 and 18/19 to demonstrate improvement. Issues covered was medical locums being used, cancer drugs noted as high, drug usage and complex patients. It was noted the financial position is consistently moving in the right direction.</p>	
7.	<p><b>Specialist Interest</b></p> <p><b>Modernisation Outpatients</b></p> <p>Graham Simpson provided the Committee with an update. A copy of the presentation is embedded for your information.</p> <p> Acute Governance Presentation - GS.pptb</p> <p>Ms Knox noted the specialist services were given 4 principles and asked to work through them, different approaches may be</p>	

	<p>undertaken dependant on specialty to ensure its benefit to the patient.</p> <p>Graham noted the programme has just completed its first year with the project plan currently being drafted for year 2. The group discussed a cost matrix and further detail on performance metrics. It was agreed this would be brought back to the group when appropriate.</p> <p>Dr Osborne thanked Graham Simpson for his informative presentation.</p>	
8.	<p><b>Risk Register</b> The Group reviewed the risk report.</p>	
9.	<p><b>Learning and Improvement Progress</b> Mrs Dodd provided the group with a presentation attached for information.</p>  <p>Learning and Improvement progres</p> <p>Dr Osborne stated this was a very informative presentation which ties everything together.</p> <p>The Group is asked to reflect of the frequency of data being presented.</p>	ALL
10.	<p><b>Hospital Site Updates</b></p> <p>10.1 <b>Hairmyres Performance Report</b> The Committee noted the report. Mrs Edwards noted Hairmyres had been at 97% occupancy. It was noted a winter surge ward would be opened in Ward 18.</p> <p>Monklands Hospital will also have additional winter beds available.</p> <p>Dr Osborne had recently witnessed a patients care within Hairmyres which was a very positive and asked for her thanks to passed onto staff.</p> <p>10.2 <b>Monklands Performance Report</b> Mrs Fyfe provided the committee with a report, highlighting time of day discharge being an issue. Dr Osborne noted challenges with SAS is an ongoing issue across the 3 sites. Mrs Fyfe noted that it is an improving picture.</p> <p>10.3 <b>Wishaw Performance Report</b> Ms Mark provided the committee with a report, highlighting the key issues.</p>	

	<p>It was noted that some planned care had been cancelled. Ms Mark reassured the Group that it is only in extreme circumstances that they will cancel any planned care.</p> <p>Ms Mark stated with regards to Midwifery and Neonates that we are satisfied there are no issues around wound infection after a caesarean section.</p> <p>Dr Osborne noted the report submitted was very robust with good detail.</p>	
11.	<p><b>Media Report</b> The group noted the contents of the report.</p>	
12.	<p><b>Items for Noting</b></p>	
12.1	<p><b>Human Resources &amp; Workforce Report</b> The committee noted the report.</p>	
12.2	<p><b>Nursing/HAI Update</b> The committee noted the report.</p>	
12.3	<p><b>Waiting Times Report</b> The committee noted the report.</p>	
12.4	<p><b>Unscheduled Care Report</b> The committee noted the report.</p>	
12.5	<p><b>Finance Report</b> The committee noted the report.</p>	
12.6	<p><b>North JIB Minutes 4<sup>th</sup> September 2018</b> The committee noted the minutes.</p>	
12.7	<p><b>South JIB Minutes 26<sup>th</sup> June 2018</b> The committee noted the minutes.</p>	
13.	<p><b>Reflection of New Format</b> Dr Osborne stated the questionnaires had been collated with the majority of the group agreeing the breakout sessions are worth doing and would be happy for them to continue.</p>	
14.	<p><b>Risk Register</b> Ms Knox noted there is a robust system in place.</p> <p>No new risks had been identified.</p>	

15.	<p><b>AOCB</b></p> <p><b>15.1 Work Plan 2018/2019</b> The Group reviewed the Plan, it was noted that not all special interests had been added. Fiona Watson to confirm.</p> <p><b>15.2 Chief of Medicine</b> Mrs Edwards confirmed the new Chief of Medicine for Hairmyres is Mr James Suldana.</p> <p>Dr Osborne thanked the Group for their input into the meeting and noted the next meeting would take place on 20<sup>th</sup> March 2019.</p>	FW
13.	<p><b>Date &amp; Time of Next Meeting</b></p> <p>The next meeting of the Acute Governance Committee is scheduled to be held in Seminar Room 2, University Hospital Monklands at 2pm on Wednesday 20<sup>th</sup> March 2019.</p>	

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