

	<p style="text-align: center;"><b>ACUTE GOVERNANCE COMMITTEE</b>  <b>Wednesday 20<sup>th</sup> July 2022 at 1400 hours</b>  <b>via Microsoft Teams</b></p> <p><b>Attendance:</b>  Ms. L McDonald, Non-Executive Director, Chair  Mrs. J. Park, Director of Acute Services  Dr. J. Keaney, Acute Director of Medical Services  Mr. R Coulthard, Deputy Director of Acute Services/Director of Access  Mr. M. Hill, Board Chair  Dr. L. Thomson, Non-Executive Director  Mr. J. Duffy, Chair of North Public Partnership Forum  Mr. M. McLuskey, Deputy Finance Director  Ms. N. Summers, Deputy Hospital Site Director, University Hospital Monklands  Mrs. M. Meek, Hospital Site Director, University Hospital Hairmyres  Mrs. A. Campbell, Head of HR Employee Relations  Mr. D. Downie, South H&amp;SC Forum Representative  Ms. M. Hunter, Partnership Representative  Mrs. C. Ritchie, Hospital Site Director, University Hospital Wishaw  Mrs. S. White, Non-Executive Director  Mr. A. Boyle, Non-Executive Director  Mr. D. Reid, Non-Executive Director  Mrs. M. Lees, Non-Executive Director  Mr. P. Couser, Non-Executive Director  Mrs. F. Anderson, Operational Support Manager</p> <p><b>Apologies:</b>  Mrs. S. Friel, Acute Director of Nursing  Mr. J Muir, Non-Executive Director  Mr. S. Peebles, Hospital Site Director, University Hospital Monklands  Mr. C. McKay, Communications Manager</p>	
<p>1.</p>	<p><b>Welcome</b></p> <p>Ms. McDonald welcomed everyone to the meeting and noted apologies received.</p>	
<p>2.</p>	<p><b>Risk Review</b></p> <p>The Committee reflected on discussions at the recent Board session focusing on risk and discussed the planned work to ensure Risk Registers are up to date and meaningful. Mrs. Park advised that the Divisional Management Team understand the importance of ensuring mitigating controls are appropriate and provide appropriate assurance.</p>	

	<p>Dr Keaney provided the Committee with an update on the current General Surgery position. Dr Thomson enquired why the General Surgery Risk features on the Acute Risk Register and is not escalated to the Corporate Risk Register and sought assurance regarding cultural problems, disciplinary issues and the impact of the new plans being put in place. Following discussion and consideration, it was agreed that Mrs Park would discuss escalating General Surgery business continuity risk with the Board Secretary and Corporate Risk Register and the operational risk would remain on the Acute Risk Register.</p>	JP
3.	<p><b>3.1 Minutes and Action Log of Acute Governance Committee Meeting Held on 5<sup>th</sup> May 2022</b></p> <p>The Committee agreed that the minutes from the meeting held on 5<sup>th</sup> May 2022 reflected the meeting accurately. The Committee noted the action log.</p> <p><b>3.2 Exception report submitted to Board in May 2022 - For Noting</b></p> <p>The Committee noted the report.</p>	
4.	<p><b>Unscheduled Care Performance</b></p> <p>Mr Coulthard presented the Acute Governance Committee members with data comparing current ED performance with pre covid ED Performance. Information was shared regarding Time to First Assessment (TTFA), TTFA by triage category, the number of ED attendances, attendance by flow groups and length of stay.</p> <p>Mr Coulthard highlighted that patients arriving at ED are different to those who came pre-pandemic. There are more medical presentations, although fewer admission. Fewer minor injuries. Greater workload associated with lower number of patients.</p> <p>The patients in hospital are different, with a greater proportion of emergency vs elective patients. Patients are staying longer and this is associated with the degree of illness, although maybe influenced by system factors, particularly availability of workforce.</p> <p>Mrs Coulthard reported that a range of factors impact on processes, such as staffing gaps – vacancies, absence, high levels of supplementary staff, increased new staff members due to turnover, old processes forgotten, new processes implemented due to Covid and staff fatigue.</p> <p>Each Hospital Site Director shared information on ED pressures and improvement plans.</p> <p>Following discussion, Mrs. Park assured the committed that learning is shared across the 3 Acute Sites and they work collaboratively.</p>	

5.	<p><b>Risk Register</b></p> <p><b>Acute Risk Register Report</b></p> <p>Mrs. Park advised that the Acute Divisional Risk Register is subject to monitoring and review through the Divisional Management Team (DMT), with site owned risks being reviewed through the respective Site Management Teams.</p> <p>The Committee were assured that work continues to be carried out to strengthen the management of the risk management process and Site Management Teams and Access Team continue to carry out review of risks and controls to ensure that these are in line with the NHS Lanarkshire Risk Management Policy.</p>	
6.	<p><b>Labs Managed Service Contract Written Report</b></p> <p>Mr. Coulthard provided an update to meet the responsibilities of the Acute Governance Committee as per Labs MSC Programme governance.</p> <p>Mr Coulthard highlighted the following key points and the Acute Governance Committee noted the progress being made;</p> <ol style="list-style-type: none"> <li>1. Invitation to tender will be issued in July 2022 as opposed to June 2022 as previously reported. There is no impact on overall Programme timeline and Programme remains on track.</li> <li>2. Market engagement continues with       <ol style="list-style-type: none"> <li>a. Visits by NHSL lab staff to alternative acute sites</li> <li>b. Prospective bidders consulted on specifications (to ensure nothing specified unduly excludes any party from participating)</li> <li>c. Supplier presentations</li> <li>d. Pre-tender clarifications and dialogue with suppliers continues</li> </ol> </li> <li>3. Dialogue continues with Central Legal Office regarding call-off contract terms for the SBS framework and the extent of revision required for a Scottish contract.</li> <li>4. Pricing model and evaluation criteria in final stages of being prepared.</li> <li>5. Support from Shared Business Services continues, specifically with the assurance of specifications to ensure the requirements of the Service are met.</li> </ol> <p>Mr Coulthard assured the Committee that there are no significant concerns to raise at this point with regard to performance.</p>	

7.	<p><b>Special Interest Item</b></p> <p><b>Monklands Replacement Project Update</b></p> <p>Graeme Reid provided the Committee with updated information in relation to the Monklands Replacement Project and shared a video of building plans and layout.</p>	
8.	<p><b>Items for Noting</b></p> <p><b>8.1 Human Resources &amp; Workforce Report</b> The Committee noted the report.</p> <p><b>8.2 Nursing/HAI Update</b> The Committee noted the report.</p> <p><b>8.3 Medical Staffing Update</b> The Committee noted the report.</p> <p><b>8.4 Quality Assurance &amp; Improvement Report</b> The Committee noted the report.</p> <p><b>8.5 Waiting Times</b> The Committee noted the report. Mrs. Park updated the Committee regarding the new challenging waiting time milestones. Mr Coulthard will provide more information in his next report.</p> <p><b>8.6 Hairmyres Performance Report</b> The Committee noted the report.</p> <p><b>8.7 Monklands Performance Report</b> The Committee noted the report.</p> <p><b>8.8 Wishaw Performance Report</b> The Committee noted the report.</p> <p><b>8.9 Communications Update</b> The Committee noted the report.</p> <p><b>8.10 Finance Report</b> The Committee noted the report and discussed concern regarding overspend. Mr McLuskey assured the Committee that a dedicated Finance DMT has been established to provide focus on the Division's financial challenges.</p> <p><b>8.11 North IJB Minutes – March 2022</b> The Committee noted the report.</p> <p><b>8.12 South IJB Minutes – January and March 2022</b> The Committee noted the report.</p>	RC

9.	<p><b>Risk Register</b></p> <p>The committee did not identify any new risks and no immediate actions are required to be taken.</p>	
13.	<p><b>AOCB</b></p> <p><b>Reflection from Acute Governance Committee OD Session, 30<sup>th</sup> May 2022</b></p> <p>The committee noted the report. Mr Boyle raised concern that breakout sessions are not quorate and it was agreed that the leads for breakout groups would provide fuller updates following sessions.</p> <p>Mr McDonald requested the Committee members to reflect on today's meeting and provide feedback. Those in attendance reported that they had found it very informative.</p> <p>No other business was noted by the Committee.</p>	
14.	<p><b>Date &amp; Time of Next Meeting</b></p> <p>The next meeting of the Acute Governance Committee is scheduled to be held on Wednesday 21 September 2022 at 1400 hours, via Microsoft Teams. Mrs. Park asked Ms. McDonald to consider whether she would like to proceed with an update from Vascular Services or a deeper dive into site financial challenges.</p>	