

Workstream 3 – Clinical & Social Care Governance Sub-Group**NOTE OF MEETING**

Meeting held on 1 May 2019, 2.00pm – 4.00pm

Venue: Civic Headquarters, Lagan Valley Island

Members	Organisation	Attended	Apology
Lynne Charlton (Chair)	NIAS	✓	
Jonathan Patton	SEHSCT	✓	
Peter McNaney	BHSCT		✓
Billy Graham	NHSCT	✓	
Sally O'Kane	WHST		✓
Mark Roberts	HSCT		✓
Suzanne Pullins	NHSCT	✓	
Niall Herity	BHSCT		✓
Trudy Reid	SHSCT	✓	
Dermot Hughes	WHST		✓
Lesley Edgar	NICE	✓	
Celine McStravick	National Children's Bureau		✓
Jenny Irvine	ARC Healthy Living Centre	✓	
Carol McCullough	Service User / Carer	✓	
Laura Collins	Service User / Carer	✓	
Maria Somerville	Service User / Carer	✓	
Pat Cullen			✓
John McKeown	DoH		✓

Also in Attendance	Organisation
Mark Anderson (Policy)	DoH
June Champion (Facilitator)	HSC Leadership Centre
Patricia Donnelly (Facilitator)	HSC Leadership Centre
Mark Colligan (Facilitator)	HSC Leadership Centre
Peter McBride	Chair of the Being Open Sub-Group

Welcome and Introductions

Lynne welcomed all in attendance and thanked Peter McBride, Chair of the Being Open Sub-Group for attending the meeting.

Declaration of Interest

No declaration of interests were declared.

Note of Previous Meeting

The note of the previous meeting was agreed.

Review of Action Log

The action log was reviewed and progress updates were noted.

Review of the Issues Log

Members were advised that 19.03.19 - IS1, teachers and classroom assistants who administer medicines to children should be included in the bodies within scope of the IHRD recommendations was escalated to the Programme Managers. They advised that for this to be progressed members needed to consider which recommendations this directly applies to and provide clarity/evidence underpinning this viewpoint. The deputy Programme Manager offered to meet with selected members to discuss this further if required.

It was agreed that a meeting would be arranged with the deputy Programme Manager and the Chair and Maria Somerville would attend.

Chair's Business

The Chair updated members on what was discussed at the IPMG meeting on 22 March 2019:-

- Papers – Chairs need to be mindful that papers need to be shared with members 7 days in advance. The paper and/or agenda should advise if the paper is for noting or approval.
- Programme Updates – the next update report is scheduled for June and will focus on how implementation is to be achieved.
- Stocktake Event – this will take place on 28 May 2019 and the programme is being drafted.
- Risk Register – this is to be amended to include a risk about the impact of other health stories on the delivery of the IHRD Programme.
- Implementation of Recommendations - IPMG agreed a detailed paper on how this will be communicated to Trusts and how the monitoring of the implementation will be carried out.
- Linkages – a formal approach to referring recommendations to other Workstreams has been adopted. Groups referring recommendations need to be clear as to what they are asking the second Workstream for.
- Assurance Framework - 5 groups having been through Assurance Workstream first stage scrutiny. The remaining 7 are ready for first stage scrutiny.

The Chair advised that she met with the Assurance Workstream, along with Patricia Donnelly, for scrutiny of the Sub-Group's Assurance Framework Objectives. The Assurance Workstream were broadly content with a few minor amendments. Patricia Donnelly has agreed to update the Assurance Framework Objectives document in line with the suggestions made by the Assurance Workstream.

The Duty of Candour Workstream and Being Open Sub-Group will be convening involvement workshops starting in June. Details about how to participate in these workshops will be released in due course.

Presentation on the work of the Duty of Candour Workstream and Being Open Sub-Group

Peter McBride gave a short presentation on the recommendations of the Duty of Candour Workstream and Being Open Sub-Group and answered any follow-up questions from members.

Overview of summaries for exercises completed at the previous meeting

Patricia provided summarised the exercises completed at the previous meeting on Internal Processes and the Stakeholder Mapping. She then provided members with a brief overview of the documents produced, CSCG 14/2019, Action List for Internal Processes and CSCG 15/2019, Stakeholder Mapping.

Establishment of Task and Finish Groups

Based on previous discussions the recommendations delegated to the Sub-Group were split into 3 groups and 3 Task and Finish Groups were established, Analysis and Training, Clinical Guidelines and Organisational. The first step for the Task and Finish Groups is to populate the Workstream Involvement Plan Template in respect of the recommendations assigned to their group. To inform the work of each group the Task and Finish Group Leads were provided with a copy, relevant to their group, of the Assurance Framework Objectives, Action List for Internal Processes, Summary of HSC Trusts Self-Reports, Referrals to Education and Training Workstream and the Draft Workstream Involvement Plan Template (CSCG 16/2019 – CSCG 29/2019). The lead of each Task and Finish Group will update the full Sub-Group on the work of their group at the next meeting.

The following papers/updates were noted/approved:

CSCG 13/2019 – Note of Meeting – NOTED
 CSCG AL – Action Log – NOTED
 CSCG IL – Issues Log - NOTED
 CSCG 14/2019 – Assurance Framework Internal Processes – NOTED
 CSCG 15/2019 – Stakeholder Mapping – NOTED
 CSCG 16/2019 – Assurance Framework Objectives for Analysis and Training Task and Finish Group – NOTED
 CSCG 17/2019 – Action List for Internal Processes for Analysis and Training Task and Finish Group – NOTED
 CSCG 18/2019 – Summary of HSC Trusts Self-Reports for Analysis and Training Task and Finish Group – NOTED
 CSCG 19/2019 – Referrals to Education and Training Workstream for Analysis and Training Task and Finish Group – NOTED
 CSCG 20/2019 – Draft Workstream Involvement Plan Template for Analysis and Training Task and Finish Group – NOTED
 CSCG 21/2019 – Assurance Framework Objectives for Clinical Guidelines Task and Finish Group – NOTED
 CSCG 22/2019 – Action List for Internal Processes for Clinical Guidelines Task and Finish Group – NOTED
 CSCG 23/2019 – Summary of HSC Trusts Self-Reports for Clinical Guidelines Task and Finish Group – NOTED
 CSCG 24/2019 – Referrals to Education and Training Workstream for Clinical Guidelines Task and Finish Group – NOTED
 CSCG 25/2019 – Draft Workstream Involvement Plan Template for Clinical Guidelines Task and Finish Group – NOTED
 CSCG 26/2019 – Assurance Framework Objectives for Organisational Task and Finish Group – NOTED
 CSCG 27/2019 – Action List for Internal Processes for Organisational Task and Finish Group – NOTED

CSCG 28/2019 – Summary of HSC Trusts Self-Reports for Organisational Task and Finish Group – NOTED

CSCG 29/2019 – Draft Workstream Involvement Plan Template for Clinical Guidelines Task and Finish Group – NOTED

CSCG 30/2019 – Referrals to Education and Training Workstream Template - NOTED

Action points agreed at meeting were as follows:

Action No.	Actions	Action Owner	Target Date
01.05.19 – AP7	Meeting with the deputy Programme Manager to be arranged regarding 19.03.19 - IS1	Secretariat	01.06.19
01.05.19 – AP8	Assurance Framework Objectives document to be updated following scrutiny by the Assurance Workstream	Patricia Donnelly	24.07.19
01.05.19 – AP9	Updates to be provided on the progress of the Task and Finish Groups	June Champion, Lesley Edgar, Mark Colligan	24.07.19

Any Other Business / Next Steps

It was agreed that the meeting on Monday 3 June 2019 would be cancelled to enable the work of the Task and Finish Groups to proceed and the next meeting of the full Sub-Group would be Wednesday 31 July 2019, 10.30am to 12.30pm, Civic Headquarters, Lagan Valley Island.

Author: Stephanie Jones

Date: 5 June 2019

Please note the dates of future meetings

- Wednesday 31 July 2019, 10.30am to 12.30pm, Oak Room , Civic Headquarters, Lagan Valley Island, 1 The Island, Lisburn BT27 4RL
- Thursday 5 September 2019, 10.30am to 12.30pm, Yarn Suite, Mossley Mill, Carnmoney Road North, Newtownabbey, BT36 5QA
- Monday 7 October 2019, 2.00pm to 4.00pm, Oak Room, Civic Headquarters, Lagan Valley Island, 1 The Island, Lisburn BT27 4RL
- Monday 4 November 2019, 10.30am to 12.30pm, Oak Room, Civic Headquarters, Lagan Valley Island, 1 The Island, Lisburn BT27 4RL
- Thursday 5 December 2019, 10.30am to 12.30pm, Cherry Room, Civic Headquarters, Lagan Valley Island, 1 The Island, Lisburn BT27 4RL