



OVERSIGHT BOARD – NHS GREATER GLASGOW AND CLYDE

Date and time: 23 January 2020, 14:30 – 16:00

Venue: Glennie A & B, Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU

Attendees: see Annex A

Meeting 5 – Minute

1.	<p>Welcome, introductions and apologies</p> <p>Chair welcomed attendees to the fifth meeting of the Oversight Board for NHS Greater Glasgow & Clyde and noted apologies (see Annex A).</p> <p>The Chair welcomed Diane Murray to the meeting as Interim Chair of the IPCG Sub Group following the decision of Irene Barkby to stand down as Chair. The Chair and Oversight Board noted their thanks to Irene for her contribution.</p>
2.	<p>Minute from Previous Meeting</p> <p>The minute of the previous meeting was accepted.</p>
3.	<p>Update from the Chair</p> <p>The Chair updated the Sub Group that the Cabinet Secretary for Health and Sport will be delivering a parliamentary statement on the afternoon of the 28 January.</p>
4.	<p>Progress and next steps on key issues:</p> <p>a. Infection prevention and control and Governance</p> <p>b. Communications and engagement</p> <p>c. Technical Issues Sub Group</p> <p>The IPCG met on the 16 January. NHS GGC had provided an example of a recent outbreak and allowed the IPCG to further examine the measures with regards to infection prevention and control. A work plan has been drafted and will go to the Sub Group on 30 January which will focus on breaking down the relevant areas of governance. The Chair of the IPCG highlighted a peer review conducted by members of the Sub Group will take place. This will further scrutinise the processes used previously by the Board with regards to infection prevention and control.</p> <p>The Communications and Engagement Sub Group will meet on the 29 January. The Board has invited additional members in Angela Wallace and Jane Duncan from external Health Boards to give additional expertise in communications and person centred engagement. Jen Rodgers of the Schiehallion Unit has also joined at the request of the family representatives. The website with updated content is now live and continuing to be developed following feedback from families. The Sub Group will also consider a workplan based on the deliverables in the Terms of Reference. The Communications and Engagement Sub Group will examine the database list used by NHS GGC to consider the relevant communications methods that could be used to communicate with families with regards to the case review.</p>

	<p>The Sub Group will consider the person centred approach required and will feedback at the next Oversight Board.</p> <p>The Technical Issues Sub Group will meet following the Oversight Board. The first meeting shall clear the Term of Reference. The Sub Group will meet monthly and will provide written reports to the Oversight Board. NHS GGC will provide fortnightly updates on progress on work required.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • The Communications and Engagement Sub Group to consider the methodology of communicating the Case Review with families and feedback at the next Oversight Board.
5.	<p>Update on Case Review</p> <p>Marion Bain and the Chief Medical Officer met with clinicians who were comfortable with the process and asked questions that will feed into the process. Mike Stevens will also meet with clinicians in early February to further discuss the process.</p> <p>The practical process is still continuing to be worked out. Pat O'Connor to lead on data extraction and the Scottish Government continue to review the staffing requirement of the Case Review.</p> <p>The Oversight Board acknowledged the Case Review will focus on learning for NHS Greater Glasgow and Clyde around infection control and links to the environmental impact on infections. These learnings from the work of the Case Review will feed into wider improvement across NHS Scotland.</p> <p>The Chair has asked that Communications to staff and Families be added as a standing item on the agenda.</p> <p>The group discussed the need for the trigger tool to be made understandable for the public, a paper will return to the Oversight Board clearly laying out the process of the review.</p> <p>The Case Review team will consider how to manage patient confidentiality with regards to reporting and information sharing.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • A paper to return on the process of the case review methodology at the next meeting.
6.	<p>Success Indicators</p> <p>Phil Raines spoke to the paper. The Board wanted to further establish what evidence could be provided to support success. The Chair of the Technical Issues Sub Group was tasked to consider the outcomes of the Technical Issues Sub Group. Phil Raines was tasked to consider how the Oversight Board could be assured that actions were complete and also what was the role of the Oversight Board with regards to national learning.</p>

	<p>ACTIONS:</p> <ul style="list-style-type: none"> • The Chair of the Technical Issues Sub Group to consider what the outcomes of the Sub Group should be. • Phil Raines to consider how the Oversight Board can be assured that actions are complete and also what is the role of the Oversight Board with regards to national learning.
7.	<p>Developing a Programme Plan</p> <p>The Oversight Board commissioned Sandra Aitkenhead to work with the Sub group chairs and Marion Bain (for the Case Review) to pull together a programme plan for consideration for the next meeting of the OB.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Sandra Aiktenhead to return to next Oversight Board with draft Programme Plan.
8.	<p>Date of Next Meeting</p> <p>The Oversight Board will next meet on 6 February 2020.</p>

Annex A: List of Attendees

Fiona McQueen	Chief Nursing Officer, CNOD, Scottish Government
Diane Murray	Deputy Chief Nursing Officer, Scottish Government
Marion Bain	Director of Infection Prevention and Control, NHS GGC
Laura Imrie	Lead Consultant for Healthcare Associated Infection (HAI), Antimicrobial Resistance and Infection Prevention and Control, HPS
Sandra Aitkenhead	CNOD, Scottish Government (secondee)
Craig White	Divisional Clinical Lead, Healthcare Quality and Improvement Directorate
Lesley Shepherd	Professional Advisor, CNOD, Scottish Government
Alan Morrison	DFCGV, Scottish Government
Phil Raines	CNOD, Scottish Government
Calum Henderson (secretariat)	CNOD, Scottish Government
In attendance	
Tom Steele	Director of Estates and Facilities, NHS GGC
Dorothy McErlean	APF Chair Employee Director, NHS GGC
Mags Mcguire	Executive Nurse Director, NHS GGC
Angela O'Neill	Deputy Nurse Director, NHS GGC

Apologies:

Keith Morris - HAI/AMR Professional Medical Advisor, CNOD, Scottish Government

John Cuddihy – Family Representative

Jonathon Best – Chief Operating Officer, NHS GGC

Audrey Thompson - ACF Chair, Lead Pharmacist Prescribing Services, NHS GGC

Andrew Murray – Medical Director, NHS Forth Valley

Hazel Borland - Executive Director of Nursing, Midwifery and Allied Health Professionals & Healthcare Associated Infection Executive Lead, NHS Ayrshire and Arran

Greig Chalmers - CNOD, Scottish Government