Welcome
Miss Fraser welcomed Ms Hilton and Ms MacLeay to the meeting. She advised members that a decision had been made to revise the agenda, to avoid duplication of discussion at other meetings. The aim is to use the meeting effectively as a governance and performance monitoring forum.

It was agreed that waiting times activity, would be removed from the agenda,
as this item was already discussed on a weekly basis at the SSU Waiting List Monitoring Group and also through the Fair to All forum.

2 Minute of meeting held on 8 February 2006

The minutes of the meeting held on 8 February 2006 were approved as an accurate record.

3 Matters Arising/Actions

Ambulatory Care Centre

Members noted that Dr Cormack had presented the revised initial agreement at the NHS Board. The Board approved the agreement, which has now been passed to the Scottish Executive for consideration.

CHI Improvement Programme

Ms Smith advised that NHS Highland were currently at 96% against the target, with the issues mainly around overseas visitors

Miss Fraser advised that she had asked Ms Courcha to become involved in this area, and requests that in terms of the systems in place, these were included with the Directorate agendas. A request was made for directorates to receive regular updates from Lesley Courts. **Action: DGM's/L Courts**

Members noted that it was crucial to ensure that adequate patient labels were available within individuals notes. Mrs McClurg added that the issues around the discharge letter were currently being looked at. **Action: N Hobson**

Highland Healthvoices Network

Ms Courcha advised that the papers had been circulated and nominations had been received for each of the Units. Timescales for interviews/selection were unavailable at this stage.

Members noted that Nigel Hobson would be chairing the SSU Patients Council.

Infection Control/HAI

Referring to the clean hospitals report, it was noted that the recommendations were being taken forward via the Environmental Cleanliness Group. **Action: D MacRae/D Seago**

Smoking Cessation

Members noted that the tobacco policy was now available to view on the intranet.

Ms Eddie referred to recent correspondence from Dr Eric Baijal, Public Health seeking reassurance that the appropriate measures had been put in place. Ms Eddie advised that she had met recently with the SSU Smoking Cessation Adviser and had been advised that mixed responses had been received from the Ward to date. She added that she had replied to Dr Baijal, but had included in the reply, that some areas/situations were not straightforward.

Mr Andrew Ward added that it may be useful to give a report on smoking in pregnancy at the next meeting, and requested that the SSU Smoking Cessation Adviser be involved with the maternity unit. It was suggested that advice at the booking stages to expectant mothers may assist in encouraging these mothers to quit smoking. It was agreed to keep this as a regular item on
the agenda as this is a specific corporate objective. **Action: L Lawrence/A Ward**

Members noted that SE Highland CHP had chosen not to appoint a smoking cessation adviser.

**Communications**
Miss Fraser agreed to liaise with the Communications Team regarding support for internal communication system within SSU. **Action: J Fraser**

4 **Caithness Maternity Services**
Members noted that interview dates for the consultant posts had now been set. With one of the posts designed with a NHS Highland-wide view.

5 **Services for Older Adults in Sutherland: Progress Report**
Miss Fraser referred to the paper tabled at the recent NHS Board on 4 April, in which it was agreed that the Migdale Hospital was not the appropriate site. The design of the service for the whole of Sutherland is currently being debated, with one option to close Migdale and increase the service at Cambasavie. Regular updates to be given as necessary. **Action: J Fraser**

6 **Exception Reporting**
**Staff Governance**
Referring to the staff governance standards, members noted that this would be progressed through the directorates, with regular updates on progress given at future meetings. **Action: C Morrison/C Walker**

Mrs McClurg commented however that whilst accepting the requirement for these standards, there had been no cost identified as to how this would be achieved, eg. PDP&R process. Guidance was requested on how this could be taken forward from within the existing resource. **Action: C Morrison/C Walker**

**Financial Governance**
Ms Eddie advised that given this was year end, there was nothing further to report at this stage. A presentation on the financial situation for 06/07 had taken place recently within SSU at which clinicians and managers had attended. It was noted that directorates would be working on their own cost pressures and recovery plans.

In relation to the presentation on the financial situation, Mr Cox advised that feedback he had received following the meeting, indicated that colleagues felt the financial rule changes were one of the main reasons for concern.

It was noted also, that Elaine Mead, Dr Gibbins and Malcolm Iredale would be meeting on a fortnightly basis to discuss the savings plan.

Members noted that directorate budgets would be available and issued in the near future. **Action: K Hogan**

**Clinical Governance**
Ms Morrison circulated a paper detailing a draft, role remit and membership for the Clinical Governance and Risk Management Groups within SSU.
Mr Cox raised concern that the broader the remit of the group, then the less well attended these meetings tended to be due to individual work commitments. He added that in terms of clinical audit, there were funding issues to pull medical records, along with lack of resource at the present time.

Referring to the incident reporting system, it was noted that there was a system in place, although the robustness of this system was currently being looked at.

Following discussion it was agreed that there was a requirement to demonstrate that there was a system in place. Directorates were asked to feedback information to Mirian Morrison of any issues, to allow the information to be collated. It was generally agreed that it was important for SSU to adopt a more integrated approach.

It was agreed that support would be given to the individual directorates from Ms Morrison, with exception reporting to future SSU Governance Committee meetings. **Action: M Morrison**

It was agreed that a twice yearly clinical governance workshop be held, with the first to be in Autumn 2006. **Action: M Morrison**

Reference was made to the Complaints Policy, at which it was noted that a low proportion of complaints received were being dealt with within the identified timescales.

**Patient Involvement**
Members noted that the Patients Council continue to meet on a monthly basis. An annual report of activity during 2005/06 is expected to be issued shortly.

7 **Integrated Single System Working**
**Escalation Policy (Bed Management)**
Members noted that the existing policy was 2 years old and required updating. A copy of the Leicestershire Plan had been circulated and had proved a useful tool in assisting to update the policy. A workshop is in the process of being set up to look at and produce a working operational draft.

It was accepted that there was a need to look at the situation of removing patients where appropriate from Raigmore Hospital into the community setting.

**Unscheduled Care**
Members noted the circulated paper, providing an update on the actions achieved and actions planned to date.

**A&E/OOH**
Members noted that a meeting of the above integration group had met on the 15 March, with the aim to produce a high level action plan to take forward. Work has commenced on the introduction of the Emergency Practitioner posts. Members were advised that the proposed changes would be a huge culture change.
Laboratories
It was noted that Mr Ron Ward has been liaising with the Unscheduled Care programme in relation to the emerging issues in terms of laboratories and diagnostics. In relation to the laboratory integration project, Mr Ward gave an overview of the current situation and the aim of having an overall highland-wide service.

SSU Development Plan – Outcome of Kerr Workshop
Members noted the circulated paper, which detailed the record of discussions at the Delivering for Health Workshop – SSU on the 24 March. It was agreed that this should be presented at the seminar on the 5th May. Action: S Eddie.

Ms Eddie urged colleagues to ensure a good attendance from SSU at the Delivering for Health Seminar scheduled for the 5 May.

AOCB
There was no other business.

Date of next meeting
12 July 2006 – 4th Floor Meeting Room, Raigmore Hospital