
To: Renfrewshire Integration Joint Board

On: 18 March 2016

Report by: Chief Officer

Heading: Quality, Care and Professional Governance Framework –
Implementation Update Report

1. Summary

- 1.1 At the Integration Joint Board (IJB) meeting on 18 September 2015, the IJB approved the Quality, Care & Professional Governance Framework and implementation plan.
 - 1.2 Appendix 1 provides an update on the progress made to implement this framework to ensure that effective clinical and care governance arrangements are in place from 1 April 2016.
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2. Recommendation

Integration Joint Board members are asked to:

- Note the progress made to implement Renfrewshire HSCP Quality, Care & Professional Governance Framework by 1 April 2016.
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3. Background

- 3.1 At the Integration Joint Board (IJB) meeting on 18 September 2015, the IJB approved Renfrewshire Health and Social Care Partnership (HSCP) Quality, Care & Professional Governance Framework and implementation plan. This was developed to ensure proposed arrangements are consistent with the guidance and principles for clinical care governance as specified by the Scottish Government.
- 3.2 This implementation plan and governance structure supports implementation of the Framework to ensure that effective clinical and care governance arrangements are in place with Renfrewshire HSCP, and builds upon existing and service governance arrangements across the parent organisations.
- 3.3 Appendix 2 sets out the governance structure with the following groups being established:
 - Renfrewshire HSCP Executive Governance Group (REGG)
 - Renfrewshire HSCP Professional Executive Group (PEG)
 - Renfrewshire HSCP Service Pods – Locality Services

- Renfrewshire HSCP Mental Health, Addictions and Learning Disability Services
 - Renfrewshire Chief Social Work Officers (CSWO) Professional Group
- 3.4 Appendix 3 details the remit and membership of these groups which has now been agreed.
- 3.5 Reporting & Monitoring - The Professional Executive Groups and Service Pods will report on a regular basis to Renfrewshire HSCP Executive Governance Group and bi-annual reports will be shared with the Integration Joint Board.
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Implications of the Report

1. **Financial – Nil**
 2. **HR & Organisational Development – Nil**
 3. **Community Planning – Nil**
 4. **Legal – Nil**
 5. **Property/Assets – Nil**
 6. **Information Technology** – managing information and making information available may require ICT input.
 7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety – Nil**
 9. **Procurement – Nil**
 10. **Risk – Nil**
 11. **Privacy Impact** – None. The information to be made available via the Publication Scheme is information which would be disclosed in response to a request under the Freedom of Information (Scotland) Act 2002. This therefore would not include Personal Data as defined by the Data Protection Act 1998.
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List of Background Papers

- Renfrewshire HSCP Quality, Care & Professional Governance Framework (approved by the IJB on 18 September 2015)
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Appendices:

- Appendix 1: Renfrewshire HSCP Quality, Care & Professional Governance Implementation Plan Update

- Appendix 2: Renfrewshire HSCP Quality, Care & Professional Governance Structure
- Appendix 3: Terms of Reference for Renfrewshire HSCP Quality, Care & Professional Governance Groups including:
 - Renfrewshire HSCP Executive Governance Group (REGG)
 - Renfrewshire HSCP Professional Executive Group (PEG)
 - Renfrewshire HSCP Service Pods – Locality Services
 - Renfrewshire HSCP Mental Health, Addictions and Learning Disability Services
 - Chief Social Work Officers Professional Group (CSWO)

Appendix 1:
Renfrewshire HSCP
Quality, Care & Professional Governance Framework
Draft Implementation Group - Implementation Plan

This plan should be read in conjunction with:

- Renfrewshire HSCP Quality, Care & Professional Governance Framework

Sponsors:

Renfrewshire Quality, Care & Professional Governance Framework Implementation Group

Key	
On target	
Some slippage / minor issues which may impact on delivery	
Not running to target / significant blockages or pressures	
√ Process ongoing	
C Complete	

**Renfrewshire HSCP Quality, Care & Professional Governance Framework
Implementation Group - Implementation Plan**

Core Components of Renfrewshire Quality, Care & Governance Framework:

- Person Centred, Timely, Outcome Focused, Equitable, Safe, Efficient & Effective

Ref	Agreed Actions	Lead Officer	Corrective Actions To Date	Timescale	Update	Progress
1. Health & Safety						
1.1	Develop paper describing the Health & Safety Arrangements across the partnership	JS		TBC	In progress – to be discussed with Social Work.	
1.2	Review the Health & Safety Committee	JS		TBC	Once paper agreed, membership will be agreed/approved by SMT	
1.3	Extend building management manual	JS		TBC	Will be part of ongoing work with health and safety systems. Once agreed, will be rolled out during 2016	√

2. Renfrewshire Locality Quality, Care & Professional Governance Pods				
- Two pods will be established including Locality Services/ Mental Health, Addictions & Learning Disabilities				
2.1	<p>Develop Renfrewshire Health and Social Care Locality Quality, Care & Professional Governance Pod:</p> <ul style="list-style-type: none"> - Agree Chair / Co-chair - Agree Membership - Develop Terms of Reference (6 weekly meetings) - Agree core agenda - Feed local issues into Professional Executive Governance Group - Develop 3 key messages from each meeting - Develop workplan 	<p>IB/MF/ AMcL</p>	<p>- KP to share TOR and Governance Structure for Mental Health, Addictions, Learning Disabilities Services Pod</p>	<p>Mar 16</p>
		KP/ NH		<p>Locality Governance Group</p> <ul style="list-style-type: none"> - Proposed that Heads of Health and Social Care Services rotate Chair and Clinical Director is Vice Chair - Proposed Membership agreed - Draft Terms of Reference developed (6/8 weekly meetings) - Standing agenda items detailed within Draft Terms of Reference - Schedule of Meeting Dates arranged.
				<p>Mental Health Governance Group</p> <ul style="list-style-type: none"> - Proposed that Clinical Director/Clinical Lead rotate Chair and Vice Chair role - Proposed Membership developed - Draft Terms of Reference developed (monthly meetings) - Standing agenda items detailed within Terms of Reference - Schedule of Meeting Dates arranged.

2.1.1	<p>Note: Renfrewshire Locality Quality, Care & Professional Governance Pod responsibilities to include:</p> <ul style="list-style-type: none"> - Incident Management, reporting and investigation (e.g. SCI. SCR) - Complaints - Patient/Service User/Client Feedback - Identify action plans for service improvement - Shared learning - Escalation - Implementation of guidance policies etc - Professional Registration - Public Protection - Quality Improvement, monitoring & development - Review external reports (e.g. MWC, Care Inspectorate) 						
2.2	<p>Arrange and confirm admin support for:</p> <ul style="list-style-type: none"> - Renfrewshire Health and Social Care Locality Quality, Care & Professional Governance Pod 	JS			TBC	To be arranged.	
2.3	<p>Develop reporting templates for Renfrewshire Quality, Care & Professional Governance Service Pods</p> <ul style="list-style-type: none"> - Status Report - Interim/Yearly Report Templates 	AMcL/ NH			Dec 15 Mar 16	<p>Draft Interim report has been developed for all service managers to populate in advance of Service Pod meetings.</p> <p>Develop reporting templates for HSCP Executive Governance Group and IJB - adapt annual FTFT reporting framework.</p>	C √

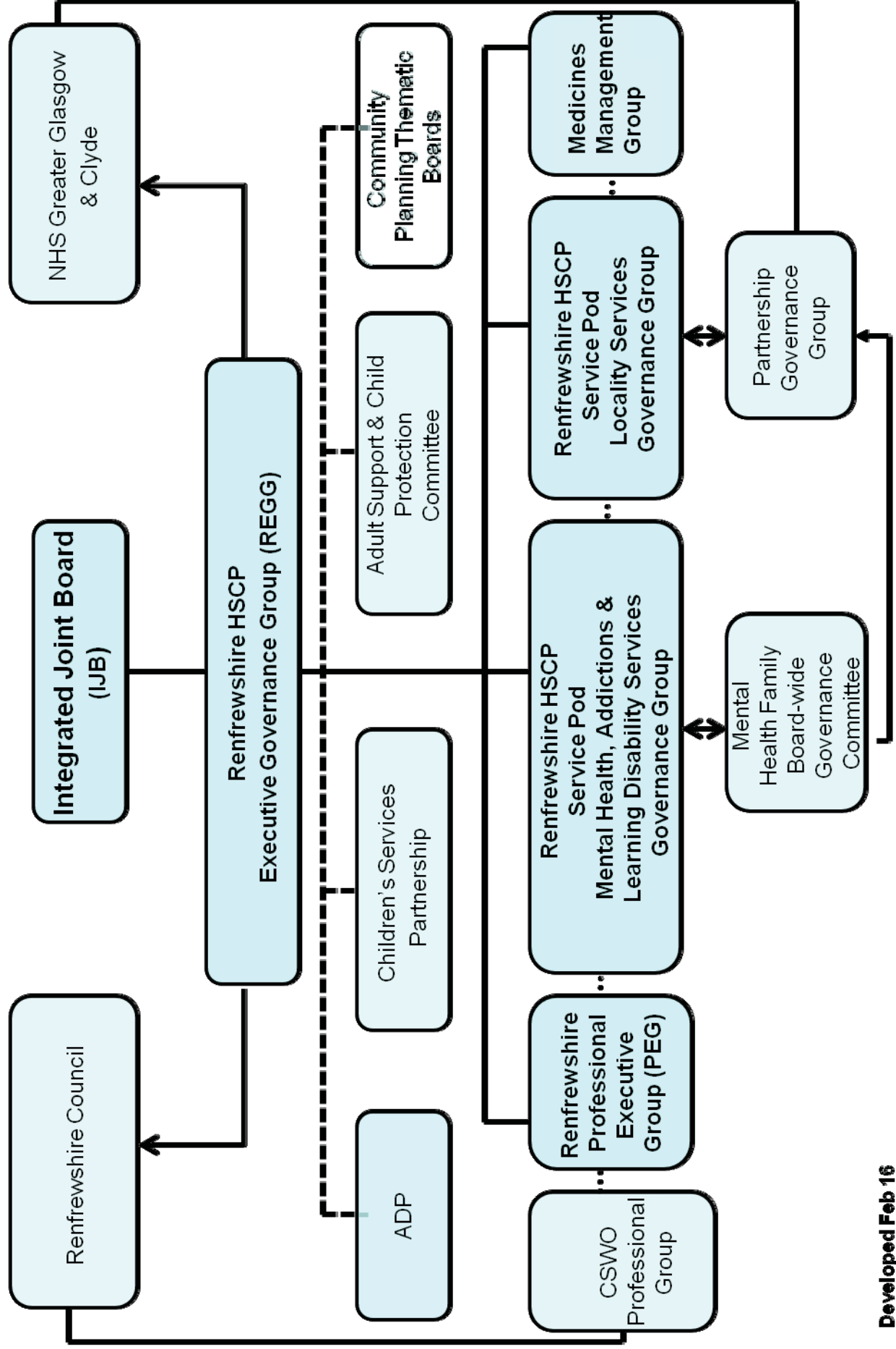
3. Renfrewshire Professional Executive Group				
3.1	Arrange meeting to develop Renfrewshire Professional Governance Group	KJ/ SMcL Lead OT Advis- or	Mar 16	KJ/SML/AMCL met early January 2016. Draft terms of reference developed for the Renfrewshire Professional Executive Group. Meeting to be held bi-monthly.
	<ul style="list-style-type: none"> - Agree Chair /Co-chair - Agree Membership – all professional leads - Develop Terms of Reference (Quarterly meetings) - Agree core agenda - Develop workplan - Develop 3 key messages from each meeting. 			
3.1.1	<p>Note: Renfrewshire HSCP Professional Executive Governance Group responsibilities to include:</p> <ul style="list-style-type: none"> - Cross-system leading for localities, care groups and professional groups within and beyond HSCP - Professional regulation, fitness to practice issues - Impact of assessment and guidance to localities about policies, guidance, inspections etc - Mental Health Officer (MHO) service. 			
3.2	<p>Arrange and confirm admin support for:</p> <ul style="list-style-type: none"> - Renfrewshire Professional Leads Executive Governance Group 	JS	TBC	Still to be confirmed.
3.3	<p>Develop reporting templates for Renfrewshire HSCP Executive Governance Group:</p> <ul style="list-style-type: none"> - Status Report - Interim/Yearly Report Templates 	AMcL/ NH	Dec 15	Draft Interim report has been developed.
				C

4. Renfrewshire HSCP Executive Governance Group				
	DL/ KP	- Liaise with Ken Graham and Lynette Cameron re additional representation on this group	Mar 2016 Jan 16	AMcL has confirmed with Lynette Cameron that Clinical Risk Support will attend Renfrewshire Executive Governance Group and provide support to Service Pods as required. Draft Terms of Reference for Renfrewshire HSCP Executive Governance Group have been developed. Meetings to be held four times per year.
4.1	<p>Arrange meeting to develop Renfrewshire HSCP Executive Governance Group</p> <ul style="list-style-type: none"> - Agree Chair /Co-chair - Agree Membership – all professional leads - Develop Terms of Reference (Twice yearly meetings) - Agree core agenda - Develop workplan - Develop 3 key messages from each meeting. 			
4.1.1	<p>Note: Renfrewshire HSCP Executive Governance Group responsibilities to include:</p> <ul style="list-style-type: none"> - Impact of assessment and guidance to localities about policies, guidance, inspections etc - Analysis, learning from incidents & complaints - Quality Assurance for locality level - Promoting Person Centred Care through ongoing service development and review. 			
4.2	<p>Arrange and confirm admin support for:</p> <ul style="list-style-type: none"> - Renfrewshire HSCP Executive Governance Group 		TBC	✓
5. Datix				
5.1	Explore whether Datix can be expanded for Social Work		TBC	JS has had initial discussion. At present, we cannot use for social work complaints.
5.2	Organise Training & Development Session on Datix (including running reports)		TBC	JS has had initial discussion with Datix Manager. Datix team will do this once new system rolled out to key staff.

5.3	Review and improve on usage of actions module within Datix	JS/NH /AMCL		Dec 15	AMCL has requested Datix module for PC&CS Services. Senior Business Support Officer attended meeting re Datix on 11.12.15.	✓
6. Complaints						
6.1	Review complaints process – central location for HSCP (Health/SW)	JS		TBC	Work underway where possible, will be done by March 2016	✓
6.2	Develop Flow chart for complaints	JS		TBC	In progress.	✓
6.3	Review complaints process to ensure appropriate governance and ability to obtain meaningful information on outcomes	JS		TBC	New web based Datix system will assist with this. Training being arranged for key members of staff	✓
7. Covalent						
7.1	Review usage of Covalent for staff	JS		TBC	Needs wider discussion and comparison with Datix for incident reporting.	✓
8. Communication & Engagement						
8.1	Agree escalation list and briefing system for Rapid Alert (email group)	JS/KJ	Discuss with David Leese	Feb 16		✓
8.2	Develop closer working relationships to support initial Service Pods reporting and working arrangements.	AMCL/ NH		Dec 15	AMCL and NH met on 9th December 2015 and will maintain close working relationship going forward. Future 1-1 meeting have been arranged.	C
8.3	Ensure service areas have read and understood responsibilities to implement Renfrewshire HSCP Quality, Care & Professional Governance Framework	ALL		Jan 16	HSCP Quality, Care & Professional Governance Framework has been promoted at Leadership Network Session(s) and Staff Events. Link to papers have been shared via team brief	C

9. Other						
			IB			
9.1	Consider remit / TOR's for CSWO professional group and how it fits into structure.		IB		Mar 16	Draft Terms of Reference for the CSWO professional governance group have been developed. Meetings to be held Quarterly.
9.2	Provide diagram of structure and identify board wide and council groups relationship / engagement with HSCP structure.		KP/AMCL		Jan 16	Draft structure has been developed for Renfrewshire HSCP.
9.3	Consider how dashboard might support the process and provide meaningful information to inform service development and improvement.		IB/MF/KP/AMCL		On-going	Currently being explored. ✓
9.4	Update progress schedule in preparation for IJB in March		KP/AMCL		Feb 2016	Papers prepared for March 2016 IJB meeting. C
9.5	Develop workplans for all governance groups.		IB/MF/KP/KJ/AMCL/NH		Aug 2016	To be developed.
9.6	Share learning across all HSCP governance groups.		IB/MF/KP/KJ/AMCL/NH		On-going	Process to share learning across all HSCP Governance to be developed.
9.7	Hold an annual care governance event for wider stakeholders.		DL/KP		Annual	

Appendix 2: Renfrewshire Health and Social Care Partnership Quality, Care & Professional Governance Structure



Appendix 3a

Terms of Reference for Renfrewshire HSCP Executive Governance Group (REGG)

Name of Group	Renfrewshire Health and Social Care Partnership (HSCP) Quality, Care & Professional Governance - Executive Governance Group (REGG)
Remit	<p>To ensure clear strategic objectives for clinical and care governance are in place, delivered and are reported on. Through the Executive Governance Group, the Chief Officer will provide direction, monitoring and scrutiny for integrated services to:</p> <ul style="list-style-type: none"> • Ensure quality of service delivery (including that delivered through services procedure from the third and independent sector) • Promote continuous improvement • Address organisational and care risks • Ensure that all professional and clinical standards, legislation and guidance are met.
Key roles	<p>Specific responsibilities will be to collate and review information on:</p> <ul style="list-style-type: none"> • Overview of learning, governance and quality • Professional regulation/revalidation • Fitness to practice • Interface between community and acute services • Ensure that cross-system learning is effective in maintaining consistency and continuity of quality • Impact assessment and coordination of policies, guidelines, inspections etc • Analysis, learning from incidents & complaints • Generalise system response to incidents • Promote Person Centred Care through ongoing service development and review • Ensure Quality Assurance for locality level • Ensure the effectiveness of local clinical governance arrangements in meeting local and cross system needs.
Standing agenda	<ul style="list-style-type: none"> • Reports from Renfrewshire HSCP Governance Groups (e.g. Professional Executive Group & Service Pods) • Safety: Incident Management, Reporting & Investigation • Risk Management: Risk Register & Risk Management Plans • Audit, research & best practice • Scottish Patient Safety Programme • Public Protection: Adult / Child Protection • Staff Governance • Continuous Improvement • Leadership & Culture • Service User Feedback & Involvement
Specific Result Areas	<ul style="list-style-type: none"> • Develop and maintain effective communication/ with the Renfrewshire Integrated Joint Board (IJB) & Renfrewshire Council & NHS GGC • Ensure safe & effective services and appropriate staff support and training • Ensure continuous improvement within effective policies and processes in place

	<ul style="list-style-type: none"> • Involve service users/carers and the wider public in the development of quality care services • Ensure accountability for management of risk • Provide advice to Renfrewshire HSCP Professional Executive Group and Service Pods
Key relationships	<p>The group will report to:</p> <ul style="list-style-type: none"> • Renfrewshire Integrated Joint Board: (IJB) and Renfrewshire Council and NHSGG&C Governance Committees <p>The group will need to establish and maintain effective reporting and working relationships to:</p> <ul style="list-style-type: none"> • Renfrewshire Chief Social Work Officer Professional Group • Renfrewshire HSCP Service Pod Governance Groups • NHSGGC Governance Forum • Renfrewshire Council Governance Forum • NHS/LA Health & Safety • Regulatory bodies
Venue and frequency	<ul style="list-style-type: none"> • Four Times Yearly
Admin support	HSCP Admin Team
Membership	<ul style="list-style-type: none"> • Chief Officer • Councils Chief Social Work Officer • Clinical Director • Senior Management Team • Senior Professional Nurse Advisor • Allied Health Professional Lead • Care Governance Facilitator(s) • Clinical Risk Support • Partnership Representative – Health • Partnership representative – Social Work <p>(Others will be co-opted as required).</p>
Chair	<ul style="list-style-type: none"> • Chair: Chief Officer • Vice Chairs: the Chief Social Work Officer and Clinical Director as Co-Vice Chairs.
Quorate	<ul style="list-style-type: none"> • Chief Officer (or nominated depute) • Chief Social Work Officer • Clinical Director • Senior Professional Nurse Advisor • Head of Service

Appendix 3b

Terms of Reference for Renfrewshire HSCP Professional Executive Group (PEG)

Name of Group	Renfrewshire Health and Social Care Partnership (HSCP) Quality, Care & Professional Governance - Professional Executive Group (PEG)
Remit	<p>The Professional Executive Group will provide professional expertise and leadership on a wide range of clinical & care governance issues.</p> <p>The Professional Executive Group will</p> <ul style="list-style-type: none"> • Advise the Executive Governance Group on professional issues within the scope of the HSCP area • Provide professional expertise on a wide range of clinical and care issues • Provide assurance that the statutory regulatory requirements for professional practice are in place and monitored on a regular basis • Provide assurance that the National Nursing & Midwifery and other Professional Assurance framework are implemented • Advise on professional workforce and workload planning in relation to capacity and capability • Provide information on the pre and post registration educational standards required for professions • Provide a link to professional structures within Renfrewshire Council & NHSGGC • Ensure a shared collective responsibility for governance across the Health & Social Care Partnership (HSCP) • Ensure the effectiveness of local clinical governance arrangements in meeting local and cross system needs whilst supporting the Executive Governance group with reports and assurance • Providing assurance that wider learning/action plans has been implemented from SCI's/complaints etc
Key roles	<p>Specific responsibilities will be to collate and review information on:</p> <ul style="list-style-type: none"> • Cross-system learning for localities, care groups and professional groups within and beyond the HSCP • Professional Regulation, Fitness to Practice Issues • Impact assessment and guidance to localities about policies, guidance, inspections • Ensure appropriate links with HSCP structures and reporting systems are in place for all clinical governance issues.
Standing agenda	<ul style="list-style-type: none"> • Dashboard reports (use of RAG Approach) • Staff Governance <ul style="list-style-type: none"> - Professional Registration, revalidation - Compliance with Staff Governance standard/policy - Staff Concerns • Fitness to Practice • Staff support, training & development • Risk Management: Risk Register(s) • Public Protection: Adult / Child Protection • Contractor Issues & Feedback • Service Developments • Service User Feedback & Involvement

Specific Result Areas	<ul style="list-style-type: none"> • Develop and maintain effective communication with the Renfrewshire Quality, Care and Professional Governance : Executive Governance Group • Develop and maintain effective communication with the Renfrewshire Quality, Care & Professional Governance : Service Pods • Dissemination of care governance concepts and information to all staff groups • Improving compliance with standards in related policy – e.g. processes, timescales, action plans. • Ensure process of service improvement relative to learning outcomes and recommendations • Establish and maintain reporting processes • Cascade (Maintain and ensure) feedback to wider service /board if appropriate.
Key relationships	<p>The group will report to:</p> <ul style="list-style-type: none"> • Renfrewshire HSCP Quality, Care & Professional Governance : Executive Governance Group. <p>The group will need to establish and maintain effective reporting relationships to:</p> <ul style="list-style-type: none"> • NHSGGC Governance Forum • Renfrewshire Council Governance Forum • Chief Social Work Officer Professional Group • NHS/LA Health & Safety • Regulatory bodies • Chief Social Work Officer.
Venue and frequency	<ul style="list-style-type: none"> • Bimonthly
Admin support	HSCP Admin Team
Membership	<ul style="list-style-type: none"> • Clinical Director • Senior Professional Nurse Advisor • Professional Nurse Advisor – Mental Health • Head of Administration • Organisational Development Advisor • Learning & Development Advisor • Lead HSCP OT Representative • Lead OT – Mental Health • Representatives from Podiatry, Physio, SLT • Independent Contractors Representatives (GP, Pharmacist, General Medical Practitioner, Optometrist) • Representatives from primary / secondary care • Mental Health Officer Representative • Service User • Day Services • Social Care Worker • Primary Care Pharmacist <p>(Others will be co-opted as required).</p>
Chair	Chair: Clinical Director

	Vice Chair: Professional Nurse Advisor
Quorate	Clinical Director / Professional Nurse Advisor 3 representatives of core membership

Appendix 3c

Terms of Reference for Renfrewshire HSCP Service Pods – Locality Services

Name of Group	Renfrewshire HSCP Quality, Care & Professional Governance – Service Pod, Locality Services Group
Remit	<p>To ensure the HSCP responsibilities around public protection are discharged to the appropriate standards. The group will provide a focus for all clinical governance activity associated with Locality Services.</p> <p>The group will:</p> <ul style="list-style-type: none"> • Review, quality assure and agree action plans for all incidents, investigations, SCIs and complaints. • Provide a governance forum to discuss and review clinical practice, service improvement and consistency of service delivery • Review audit/inspection of local findings and agree action as appropriate. Ensuring learning disseminated. • Consider themes arising from incidents, including Datix reports, to inform learning outcomes and service improvements across appropriate services. Include external reports. • Have a key role in assuring the application and implementation of policies in relation to incident management e.g. SCI Policy, complaints policy and management of employee conduct and capability policies across both Health and Social Work services • Ensure appropriate implementation of Health & Safety guidance and learning from adverse events • Ensure staff governance support and development processes are effectively implemented. • Ensure services are delivered in person centred way with particular attention to obligations of HSCP in relation to protected characteristics. • Ensure legislative and regulation requirements are met.
Key roles	<ul style="list-style-type: none"> • Review dashboard of governance information and consider trends and performance • Collate and Review all information on incidents and complaints (e.g. rapid alert briefing notes awaiting decisions) • Review outstanding activity and prompt for action • Consider trends and themes from Patient/Service user/ Client feedback <ul style="list-style-type: none"> • Feedback to other functions as appropriate e.g Contracts Compliance Team • Review progress of current action plans • Review learning outcomes from Complaints and SCIs • Review external reports (eg MWC, Care Inspectorate) and agree implementation plans as appropriate • Ensure appropriate links with HSCP structures and reporting systems are in place on all clinical governance issues.

Standing agenda	<ul style="list-style-type: none"> • Dashboard reports (use of RAG approach). • Rapid Alerts/Briefing Notes • SCIs / SCRs • Complaints • Service Improvement Plans / Redesign / PDSA • EQIAs • External Reports • Contractor Compliance Issues • Service User Feedback / Involvement • Incidents/RIDDORS • HAI/HEI • Public Protection: Adult / Child Protection • Risk Management - Risk Register(s) • Health & Safety • Policy Implementation • Ratification & review of local protocol and guidance • Review / highlight good practice.
Specific Result Areas	<ul style="list-style-type: none"> • Dissemination of care governance concepts and information to all staff groups • Develop and maintain effective communication with the Renfrewshire HSCP Quality Care and Professional Governance : Executive Governance Group and the Professional Executive Group. • Improving compliance with standards in related policy – e.g. processes, timescales, action plans. • Ensure process of service improvement relative to learning outcomes and recommendations • Ensure feedback to include teams / services involved / families • Ensure reporting processes are followed properly • Ensure learning /actions from reviews are implemented and embedded • Cascade (Maintain and ensure) feedback to wider service if appropriate.
Key relationships	<p>The group will report to:</p> <ul style="list-style-type: none"> • Renfrewshire HSCP Quality, Care and Professional Governance : Executive Governance Group . <p>The group will need to establish and maintain effective reporting relationships to:</p> <ul style="list-style-type: none"> • Renfrewshire HSCP Professional Executive Governance Group • NHSGGC Governance Forum(s) • Renfrewshire Council Governance Forum • NHS/LA Health & Safety • Regulatory bodies • Chief Social Work Officer.
Venue and frequency	<ul style="list-style-type: none"> • 4/6 weekly
Admin support	<p>HSCP Admin Team</p>

Membership	<ul style="list-style-type: none"> • Heads of Health and Social Care (Paisley/West Renfrewshire) • Clinical Director • Head of Administration • Team Manager MHO Service • Adult Services Manager • Service Manager RES • Service Manager DN • Service Manager C&F (including Specialist Children's Services) • Service Manager Care at Home • Service Manager Residential and Day Care • Contracts Manager (Link Providers) • Podiatry Service Representative • Senior Professional Nurse Advisor • Clinical Governance Support (coordinating information/workplan) <p>(Others will be co-opted as required).</p>	
Chair	Chair: HoS Rotational Vice Chair: Clinical Director	
Quorate	Head of Service Heads of Health and Social Care (Paisley/West Renfrewshire) / Clinical Director Individuals with Professional SW/Health background Professional Lead Role (Podiatry/GP/Nursing) Children & Families representative (if group considers C&F issues)	

Appendix 3d

Terms of Reference for Renfrewshire HSCP Mental Health, Addictions and Learning Disability Services

Name of Group	Renfrewshire HSCP Quality, Care & Professional Governance – Service Pod, Mental Health, Addictions and Learning Disability Services Group
Remit	<p>To ensure the HSCP responsibilities around public protection are discharged to the appropriate standards. The group will provide a focus for all clinical governance activity associated with Mental Health, Addictions and Learning Disability Services.</p> <p>The group will:</p> <ul style="list-style-type: none"> • Review, quality assure and agree action plans for all incidents, investigations, SCIs and complaints. • Provide a governance forum to discuss and review clinical practice, service improvement and consistency of service delivery. • Review audit/inspection of local findings and agree action as appropriate. Ensuring learning disseminated. • Consider themes arising from incidents, including Datix reports, to inform learning outcomes and service improvements across appropriate services. Including external reports. • Have a key role in assuring the application and implementation of policies in relation to incident management e.g. SCI Policy, complaints policy and management of employee conduct and capability policies across both Health and Social Work services. • Ensure appropriate implementation of H&S guidance and learning from adverse events. • Ensure staff governance support and development processes. • Ensure services are delivered in person centred way with particular attention to obligations of HSCP in relation to protected characteristics. • Ensure legislative and regulation requirements are met.
Key roles	<ul style="list-style-type: none"> • Review dashboard of governance information and consider trends and performance. • Collate and Review all information on incidents and complaints (e.g. rapid alert briefing notes awaiting decisions) • Review outstanding activity and prompt for action • Consider trends and themes from Patient/Service user/ Client feedback • Feedback to other functions as appropriate e.g Contents Compliance Team • Review progress of current action plans • Review learning outcomes from Complaints and SCIs. • Review external reports (e.g. MWC, Care Inspectorate) and agree implementation plans as appropriate • Ensure appropriate links with HSCP structures and reporting systems are in place on all clinical governance issues.
Standing agenda	<ul style="list-style-type: none"> • Dashboard reports • Rapid Alerts/Briefing Notes • SCI/SCRS • Complaints • Service Improvement Plans / Redesign / PDSA • EQIAs • External Reports • Contractor Compliance Issues

	<ul style="list-style-type: none"> • Incidents/RIDDORS • Service User Feedback / Involvement • HAI/HEI • Public Protection: Adult/Child Protection • Risk Management - Risk Register(s) • Health & Safety • Policy Implementation • Ratification & review of local protocol and guidance • Review / highlight good practice.
Specific Result Areas	<ul style="list-style-type: none"> • Dissemination of care governance concepts and information to all staff groups • Develop and maintain effective communication with the Renfrewshire HSCP Quality, Care and Professional Governance : Executive Governance Group and Professional Executive Group. • Improving compliance with standards in related policy – e.g. processes, timescales, action plans. • Ensure process of service improvement relative to learning outcomes and recommendations. • Ensure feedback to include teams / services involved / families. • Ensure reporting processes are followed properly. • Ensure learning /actions from reviews are implemented and embedded. • Cascade (Maintain and ensure) feedback to wider service if appropriate.
Key relationships	<p>The group will report directly to the:</p> <ul style="list-style-type: none"> • Renfrewshire HSCP Quality, Care and Professional Governance : Executive Governance Group. <p>The group will need to establish and maintain effective reporting relationships to:</p> <ul style="list-style-type: none"> • Professional Executive Group • NHS GGC Governance Forum • Renfrewshire Council Governance Form • NHS GG&C Addictions Governance Group • NHS GG&C Learning Disability Governance Group • NHS GG&C Mental Health Quality and Clinical Governance Group • NHS/LA Health & Safety • Regulatory bodies • Chief Social Work Officer
Venue and frequency	<ul style="list-style-type: none"> • Monthly
Admin support	Mental Health Admin Team
Membership	<p>Clinical Director Head of Mental Health, Addictions and Learning Disability Clinical Leads Head of Administration Service Managers Professional Nurse Advisor MHO Clinical Governance Lead (coordinating information/workplan)</p> <p>(Others will be co-opted as required).</p>
Chair	<p>Chair: Clinical Director Vice Chair: Head of Services</p>

Quorate

Clinical Director
Head of Service
1x representative community services
1x representative inpatient services

Appendix 3e

Terms of Reference for Chief Social Work Officers Professional Group (CSWO)

Name of Group	Renfrewshire Health and Social Care Partnership (HSCP) Quality, Care & Professional Governance - Chief Social Work Officers Forum
Remit	<p>To ensure the HSCP's responsibilities for the Council's Statutory Social Work Duties and functions are discharged to the appropriate standards.</p> <ul style="list-style-type: none"> • To review performance against standards • Ensure legislative and regulation requirements are met. • Review and quality assure incidents, investigations, and complaints about Social Work Services. • Provide a governance forum to discuss and review Social Work practice, service improvement and consistency of service delivery • Review audit/inspection findings and agree action as appropriate. • Ensure that practice improvement themes arising from local and national sources inform learning outcomes and service improvements across Social Work services. • Ensure staff governance support and development processes are effectively implemented. • Ensure services are delivered in person centred way with particular attention to obligations of HSCP in relation to protected characteristics.
Key roles	<ul style="list-style-type: none"> • Collate and Review all information on incidents and complaints related to Social Work services • Review dashboard of governance information and consider trends and performance • Review outstanding activity and prompt for action • Consider trends and themes from Service User Feedback • Review learning outcomes • Complaints • Review external reports (eg MWC, Care Inspectorate) and agree implementation plans as appropriate • Ensure appropriate links with HSCP structures and reporting systems are in place on all clinical governance issues.
Standing agenda	<ul style="list-style-type: none"> • Dashboard reports (use of RAG approach). • New events and incidents: Specific areas will include inspection reports, external reports, significant H&S issues, significant events, <ul style="list-style-type: none"> • Staff concerns <ul style="list-style-type: none"> ▪ Professional Regulation/Revalidation concerns ▪ Legislative and regulation compliance • Legislation/regulation developments • Adult and Child Protection • MHO Functions • Complaints and service user/carer feedback • Review completed and outstanding actions from existing action plans • Review Inspection and audit outcomes • Risk Register and Analysis of Risks • Service Improvement / Redesign • Review / highlight good practice.

Specific Result Areas	<ul style="list-style-type: none"> • Dissemination of care governance concepts and information to all staff groups • Compliance with Social Work legislation and regulation • Develop and maintain effective communication with the Renfrewshire Quality, Care and Professional Group • Improving compliance with standards in related policy – e.g. processes, timescales, action plans. • Ensure process of service improvement relative to learning outcomes and recommendations • Ensure learning /actions from reviews are implemented and embedded
Key relationships	<p>The group will report to:</p> <ul style="list-style-type: none"> • Renfrewshire HSCP Quality, Care Executive Governance Group. <p>The group will need to establish and maintain effective reporting relationships to:</p> <ul style="list-style-type: none"> • HSCP Professional Governance Leads Governance Group • Renfrewshire Council Governance arrangements • Regulatory bodies.
Venue and frequency	Quarterly
Admin support	TBC: Discuss with Jean/Sheila
Membership	<p>Chief Social Work Officer</p> <p>Heads of Health and Social Care Services Adult Services Manager Locality Managers Team Manager MHO Service Service Manager Care at Home Service Managers Residential and Day Care Contracts Manager (Link Providers)</p>
Chair	Chair: Chief Social Work Officer (CSWO)
Quorate	<p>CSWO HoS ASM or Locality Manager Service Manager</p>