



## ADVICE AND ASSURANCE OVERSIGHT BOARD – NHS GREATER GLASGOW AND CLYDE

Date and time: 27<sup>th</sup> November 2019, 14.00 – 15.30

Venue: Fleming A, Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU

Attendees: see Annex A

### Meeting 1 – Minute

1.	Welcome, introductions and apologies
<p>The Chair welcomed members to the first meeting of the Advice and Assurance Oversight Board, which has been created to support the NHS Greater Glasgow and Clyde (NHSGGC) Board and provide assurance to the Cabinet Secretary for Health and Sport.</p>	
2.	Background and purpose of group
<p>The Chair set out the wider context leading to the establishment of the Oversight Board (OB), which is a response to the Stage 4 escalation of NHSGGC as a result of ongoing issues around the systems, processes and governance in relation to infection prevention, management and control, and associated issues relating to communications and public engagement.</p> <p>The Chair noted that she has met with NHSGGC Chief Executive and Chair on a number of occasions since the Board was escalated to Stage 4. The remit of the OB is focused on a small part of wider change that NHSGGC are currently engaging in. The OB will have clear boundaries and provide advice and support to NHSGGC and assurance to the Cabinet Secretary until it is appropriate for de-escalation to take place.</p> <p>Members agreed that they are content with the draft Terms of Reference and that they will remain draft until final membership of the OB has been confirmed, and subgroups have been formed.</p> <p>The Chair noted that further work is required to develop and agree the intended outcomes of the Oversight Board.</p> <p><b>Action: SG to draft outcomes to share with OB members.</b></p>	

3.	<p>Review draft Terms of Reference</p> <ul style="list-style-type: none"> <li>- Role and remit of group</li> <li>- Representation / group membership</li> <li>- Subgroups required - representation and purpose</li> </ul>
<p>Chair noted that draft Terms of Reference had been dealt with at item (2).</p> <p>Membership of the OB was discussed and it was agreed that external representation from a senior medical leader would bring crucial leadership, insight and expertise; Dr Andrew Murray was suggested in relation to his work with the National Managed Service Network for Children and Young People with Cancer.</p> <p>Members considered whether HPS should be represented in order to support the sharing of learning from this escalation.</p> <p>The importance of representation from HIS / HEI was noted by HB, and it was suggested by the Chair that Andrew Moore from HIS be asked to contribute to the OB in addition to a subgroup.</p> <p>Members also agreed that the NHSGGC HAI executive lead should be invited to join the OB as well as the NHSGGC Board Nurse Director.</p> <p>Members agreed that two subgroups will be established to support the work of the Oversight Board: (a) infection prevention and control &amp; governance, and (b) communications &amp; engagement.</p> <p>The infection prevention and control &amp; governance subgroup will have two distinct purposes: to review systems and processes relating to infection prevention and control, and to review the channels that escalate emerging issues to board level for appropriate response. Chair of group TBC; membership will include an infection control nurse, an infection control doctor and a governance lead. Evonne Curran was suggested as a potential member. HB was asked to consider additional representation and feedback to the group.</p> <p>The communications &amp; engagement subgroup will be chaired by Professor Craig White. The purpose of the group will be to review the approach taken to communication and engagement by NHSGGC in respect of affected families up until the point at which the board was escalated to Stage 4. Membership will include a representative of the families affected. CW suggested that Lynsey Cleland, Director of Community Engagement at HIS/ the Scottish Health Council, could be approached to bring additional expertise to the subgroup and further noted the importance of relevant NHSGGC staff being part of this group. The need for both Sub-Groups to consider links across both of their areas of focus was acknowledged.. It was agreed that the work of this Sub-Group needs to be linked with plans to agree communications and engagement work with all of the patients and families in contact with the paediatric haemato-oncology service at NHSGGC. It was also agreed that Suzanne Hart would</p>	

<p>join this Sub-Group in order that relevant links could be made with regard to communications. <b>Action: FMc to approach Lynsey Cleland and Andrew Moore to join subgroups</b></p> <p><b>Action: LS to approach Evonne Curran to join IPC&amp;G subgroup</b></p> <p><b>Action: CMc / KW to approach Andrew Murray to join OB</b></p>	
4.	<p>Progress to date and next steps relating to key issues:</p> <ul style="list-style-type: none"> <li>a. Infection prevention and control</li> <li>b. Governance</li> <li>c. Communications and engagement, with a focus on family members</li> </ul>
<p>Chair noted the division of key issues between subgroups. The immediate focus is on establishing these subgroups so they can begin exploring the issues in greater depth.</p>	
5.	AOCB
<p>A draft timeline and milestones will be worked up by officials from the Chief Nursing Officer Directorate for the Oversight Board.</p> <p><b>Action: SG to draft timeline and key milestones to share with OB members.</b></p>	
6.	Next meeting
<p>The next meeting will take place on the afternoon of Tuesday 3<sup>rd</sup> December, details tbc.</p> <p><b>Action: CMc to send out details of meeting.</b></p>	

## **Annex A: List of Attendees**

Fiona McQueen (chair)	Chief Nursing Officer, The Scottish Government
Keith Morris (deputy chair)	Medical Advisor, Healthcare Associated Infection/AMR
Craig White	Divisional Clinical Lead, Healthcare Quality and Improvement Directorate
Hazel Borland	Executive Director of Nursing, Midwifery and Allied Health Professionals, NHS Ayrshire and Arran (Healthcare Associated Infection Executive Lead)
Lesley Shepherd	Professional Advisor, Healthcare Associated Infection /AMR
Suzanne Hart	Team Leader, Health Communications, The Scottish Government
Kirsty Walker	Unit Head, CNOD, The Scottish Government
Claire McGrath (secretariat)	Policy Officer, CNOD, The Scottish Government

