

## REPORT TO ABERDEENSHIRE INTEGRATION JOINT BOARD – 25 OCTOBER 2017

### UPDATE FROM CLINICAL AND ADULT SOCIAL WORK GOVERNANCE COMMITTEE

#### 1 Recommendation

It is recommended that the IJB:-

- 1.1 **Endorse the work of the Clinical and Adult Social Work Governance Committee in providing assurance to the Integrated Joint Board (IJB) on the systems for delivery of safe, effective, person-centred services in line with the IJB's statutory duty for the quality of health and adult social work services.**
- 1.2 **Agree to receive future minutes of the Clinical and Adult Social Work Governance Committee.**

#### 2 Risk

- 2.1 This report relates to IJB Risk 2, 9, 10 and 11.  
IJB 2 – Health and social care policy  
IJB 9 – Child Protection  
IJB 10 – Service Standards  
IJB 11 – Public protection
- 2.2 IJB 2 – There is a risk that failing to monitor the development of new and existing policies and procedures the partnership will not comply with both national legislation and policy.
- 2.3 IJB 9 – The committee need to ensure governance arrangements promote partnership working between adult and children's services in order to guarantee the protection of children.
- 2.4 IJB 10 – Failing to monitor, scrutinise and give direction in relation to the clinical and adult social work governance activities of the Partnership may lead to service standards being unmet.
- 2.5 IJB 11 – If governance arrangements for public protection are inadequate there is a risk that harm may arise in any group.

#### 3 Background

- 3.1 The Aberdeenshire Clinical & Adult Social Work Governance Committee was established at the Integration Joint Board (IJB) on 12 October 2016 and met for the first time on 16 February 2017 when the committee appointed Cllr Anne Stirling (nee Robertson) as chairperson and Mr Eric Sinclair as vice-chairperson.

- 3.2 In May 2017 the committee's membership changed with Cllr Stirling leaving and Cllr Ann Ross joining. The positions of chair and vice-chair will be agreed at a future meeting, however Mr Eric Sinclair has agreed to take on this role in the interim.
- 3.3 The committee meets on a quarterly basis and has a broad membership which is described, along with the role and remit of the committee in the Terms of Reference (appendix 1).
- 3.4 In addition to formal meeting the committee has held 2 development sessions, when members considered the following topics –
- Professional regulatory bodies and codes of practice
  - Developing an assurance plan

#### **4 Work Themes**

- 4.1 The committee has considered and sought assurance on a number of themes, including considering reports on the following issues –
- Carers (Scotland) Act 2016
  - New National Health & Social Care Standards
  - Aberdeenshire Adult Protection Committee Biennial Report 2014-2016
  - Health & Safety at Work – Falls Prevention
  - Duty of Candour Consultation
  - Uninjured Falls Pathway

#### **5 Assurance Plan**

- 5.1 The development of an assurance plan monitors the various governance activities across the partnership and enables the committee to see where risks have been identified and the steps services are taking to mitigate those risks.
- 5.2 The assurance plan is split into 5 sections –
- Internal Audits & Assurance
  - External Inspections and Reports
  - External Learning
  - Consultations
  - National Strategy
- 5.3 The first two sections of the plan relate to evaluation of the partnership's own services, this could be an internal audit, a Health Environment Inspection, a Care Inspectorate visit or a programme of work which has been established in response to a national area of concern. The plan highlights the area of risk and details the status of the response, including the officer responsible for ensuring steps are being taken to mitigate any risks which have been highlighted.

- 5.4 The section on external learning looks at evaluations of other services, or services in other areas where there is learning for the health and social care partnership. The plan highlights the area of risk and the progress of any actions which are required.
- 5.5 The last section details consultations which inform future policy and strategy and highlights when new national strategies are launched – for example the new Mental Health Strategy. This section of the plan ensures that the partnership takes opportunities to provide feedback on the proposed impact of new strategy and legislation and that operationally services are being developed in a way which will meet future standards and requirements.
- 5.6 The assurance plan is updated on a monthly basis and is a standing item on the committee agenda. If any item on the assurance plan gives cause for concern to the committee they can request further information from the appropriate officer to ensure the appropriate assurances can be given. Where the committee cannot be assured they have the power to escalate any concerns to the Integration Joint Board.

## **6 Equalities, Staffing and Financial Implication**

- 6.1 There are no direct staffing or financial implications contained within this report.
- 6.2 An equality impact assessment is not required as the report has no differential impact on people with protected characteristics.
- 6.3 The Chief Officer, along with the Chief Finance Officer and the Legal Monitoring Officer within Business Services of the Council have been consulted in the preparation of this report and their comments have been incorporated within the report.

**Mr Eric Sinclair**  
**Chairperson**  
**Aberdeenshire Clinical & Adult Social Work Governance Committee**

Report prepared by  
Iain Ramsay, Health & Social Care Partnership Manager (South)  
6 October 2017

## ABERDEENSHIRE CLINICAL AND ADULT SOCIAL WORK GOVERNANCE COMMITTEE

### TERMS OF REFERENCE

#### 1. INTRODUCTION

- 1.1 The Clinical and Adult Social Work Governance Committee will provide assurance to the Integrated Joint Board (IJB) on the systems for delivery of safe, effective, person-centred services in line with the IJB's statutory duty for the quality of health and adult social work services.

#### 2. REMIT

- 2.1 Provide assurance to the IJB that clinical and adult social work governance is being discharged within the Partnership in relation to the statutory duty for quality of care and that this is being led professionally and clinically with the oversight of the IJB.
- 2.2 Provide the strategic direction for development of clinical and adult social work governance within the Partnership and to ensure its implementation.

#### 3. MEMBERSHIP

- 3.1 The Committee shall be established by the IJB and will be chaired by a voting member of the IJB. The Chair and Vice-Chair will be appointed by the Committee. The Committee shall comprise of:
- Members of the Integration Joint Board
  - Chief Officer or designated Partnership Manager
  - Professional leads from all relevant health and adult social work sectors
  - Representation from joint staff forum
  - Public representative
  - Carer representative
  - Third sector and Independent Sector representatives
  - Patient/Service User representatives
- 3.2 Should members be unable to attend a Committee meeting they will identify a deputy to attend on their behalf.
- 3.3 The Committee may wish to invite appropriately qualified individuals from other sectors to join its membership as it determines or as is required given the matter under consideration.
- 3.4 The Committee may co-opt additional advisors as required with approval of the Chair.

- 3.5 Each member of the Committee shall have one vote. The Committee shall reach decisions by a simple majority of members present, but with the Chair having a second and deciding vote, if necessary. However, the aim of the Committee will be to achieve consensus decision-making whenever possible.

#### **4. QUORUM**

- 4.1 2 voting IJB members will be required and a total of 4 other committee members (6 in total) shall constitute a quorum.
- 4.2 There is no necessity for the 2 voting IJB members to be from each of the partner organisations i.e. the committee shall remain quorate in the event that 2 voting IJB members are both from NHS Grampian or Aberdeenshire Council.

#### **5. FREQUENCY OF MEETINGS**

- 5.1 The Committee shall meet quarterly and will meet at least 4 times a year.
- 5.2 The Chair may, at anytime, convene additional meetings of the Committee.
- 5.3 A minimum of two development workshops/activities will be held each year.

#### **6. CONDUCT OF BUSINESS**

- 6.1 A calendar of Committee meetings, for each year, shall be agreed by the members and distributed to members.
- 6.2 The agenda and supporting papers shall be sent to members at least seven days before the date of the meeting.
- 6.3 Administrative support shall be provided by the Health and Social Adult Social Work Partnership.

#### **7. AUTHORITY**

- 7.1 The Committee is authorised on behalf of the IJB to investigate any matter that falls within its Terms of Reference and obtain professional advice as required.
- 7.2 The Committee may form one or more sub-groups to support the Clinical and Adult Social Work governance function within the Partnership.

#### **8. DUTIES**

The Committee shall be responsible for the oversight of clinical and adult social work governance within Aberdeenshire Health and Social Adult Social Work Partnership. Specifically it will:



1. Agree the Partnership's clinical and adult social work governance priorities
2. Monitor, scrutinise and give direction in relation to the clinical and adult social work governance activities of the Partnership
3. Assure that the Partnership's Risk Register reflects the risks associated with clinical and adult social work governance activities
4. Be assured the Partnership responds appropriately to internal/external adverse events, scrutiny reports/action plans, safety action notices, complaints and litigation
5. Seek examples of good practice and ensure lessons learned are identified
6. As appropriate seek, receive, and act on professional advice
7. Be cognisant of other governance structures within NHS Grampian and Aberdeenshire Council and the potential risk of duplication.
8. Monitor the development of new and existing policies and procedures and where appropriate commission a review into the impact on clinical and adult social work governance activities

## **9. REPORTING ARRANGEMENTS**

1. The Committee will provide a copy of its minutes to the IJB
2. The Committee shall provide the IJB and any other relevant bodies or individuals with a written report on any matters which are agreed as requiring escalation
3. The Chief Officer will provide assurance to the IJB on the development and completion of the Annual Clinical and Adult Social Work Governance Workplan.
4. The Committee will provide assurance to the IJB and inform NHS Grampian and Aberdeenshire Council on the operation of clinical and adult social work governance within the Partnership.
5. The Committee will conduct a review of its role, function and membership within the first year and then regularly at a frequency to be determined.

Date agreed – 29<sup>th</sup> June 2017