

Borders NHS Board



Meeting Date: 3 December 2020

Approved by:	Iris Bishop, Board Secretary
Author:	Iris Bishop, Board Secretary
PUBLIC GOVERNANCE COMMITTEE MINUTES 04.02.2020	
Purpose of Report:	
The purpose of this report is to share the approved minutes of the Public Governance Committee with the Board.	
Recommendations:	
The Board is asked to note the minutes.	
Approval Pathways:	
This report has been prepared specifically for the Board.	
Executive Summary:	
The minutes are presented to the Board as per the Public Governance Committee Terms of Reference and also in regard to Freedom of Information requirements compliance.	
Impact of item/issues on:	
Strategic Context	As per the Public Governance Committee Terms of Reference. As per Freedom of Information requirements compliance.
Patient Safety/Clinical Impact	As may be identified within the minutes.
Staffing/Workforce	As may be identified within the minutes.
Finance/Resources	As may be identified within the minutes.
Risk Implications	As may be identified within the minutes.
Equality and Diversity	Compliant.
Consultation	Not Applicable.
Glossary	-

**Minutes of Public Governance Committee (PGC) Meeting
held on Tuesday, 4 February 2020 from 2.00 – 4.00 p.m.
in the Board Room, Newstead**

Present: John McLaren (Interim Chair and Non Executive Director)
Cllr David Parker (Non Executive Director)
June Smyth (Director of Strategic Change & Performance)
Shelagh Martin (Scottish Health Council Local Officer)
Margaret Lawson (NHSB Public Member)
Fiona McQueen (Public Member)
Margaret Simpson (Public Member)
Graeme McMurdo (SBC)
Lynn Gallacher (Borders Carers)
Clare Oliver (Communications Manager)
Michael Scouler (Chaplain)
Iris Bishop (Board Secretary) (arrived late)
Karen Batty (Committee Administrator)

1. Welcome & Introductions

John McLaren welcomed everyone to the meeting

2. Apologies & Announcements

Apologies had been received from: Tris Taylor (Chair), Nicky Hall (Area Partnership Forum representative), Annabel Howell (Associate Medical Director BGH), Karen Wilson (Fundraising Manager), Cliff Sharp (Medical Director), Laura Jones (Head of Quality & Clinical Governance), Brian Lawson (VC Borders).

The Interim Chair advised that the meeting was quorate.

3. Minutes of Previous Meeting:

The minutes of the meeting held on 5 November 2019 were amended as per changes made by Shelagh Martin (SHC Local Officer) in the section 6.1.

With the above changes being made, the minutes were approved.

4. Matters Arising

4.1 Action No. 34: The Terms of Reference have been updated following last meeting's discussion and will be presented at today's meeting.

Action No. 37: Clare Oliver involved and has taken to PPF. Update and bring back to next meeting.

Action No. 38: Keep on Agenda.

Action No. 40: **Closed.**

Action No. 41: As TT not in attendance, keep on. **TT to write to SG Committee.**

Action No 42: **TT to look at previous reports for feedback prior to next annual report.**

Action No. 43: **Complete.**

Action No 44: Yetholm Surgery. Bring back to May meeting.

The Public Governance Committee noted the action tracker.

5. Business Agenda Items:

5.1 Chairs Update

5.2 Terms of Reference – Update (Iris Bishop):

Iris Bishop apologised for the late papers. Iris informed the Committee that she has met with Clare Oliver and Laura Jones regarding what should be in the Committee's ToR. The Committee is responsible for spiritual care, public involvement, third sector (IJB advocacy) so commissioning with NHSB and IJB assured of what they are commissioned.

Iris asked for comments. Michael Scouler asked about IJB coming through this Committee as he understood it did not. Health & Social Care Partnership is represented on the Committee as a link and is important we have.

Lynn Gallacher indicated that the ToR should cover the public, patients and carers so please can carers be included as it would be an issue if no. Iris confirmed she will update the ToR accordingly.

Graeme McMurdo confirmed that he is now attending as an IJB representative.

Action: Iris Bishop to amend and circulate updated ToR to Committee. She will present to Board under Corporate Governance.

The Committee accepted the updated Terms of Reference.

5.3 Public Involvement / Engagement – Update:

Clare Oliver circulated papers. Key points – as the turnaround programme continues the first year was established around grip and control/savings/improvements/improved ways of working. Second year needs to ensure we involve public, staff, carers, patients as these are statutory obligations. We need to support that by public involvement under communications/PMO office. We are fulfilling our obligation and establishing weekly engagement meeting/huddle. PMO has new post with positive changes happening. Healthcare Inequalities Impact – bring public members in. We need to bring lots of ideas so public members have a clear role/function of projects. Clare gave assurance to committee around PMO office function.

Lynn Gallacher asked if there is an exit strategy in place? She feels that this is not best practice and asked if this is clear? Clare Oliver will look at. Lynn also asked about communication with public members to check of their membership. Needs to change – engage

more different members of public, looking at the whole picture. Looking at Term's of Reference too.

Shelagh Martin – asked about the timeline of how long a term for a member of public is to sit on to help with refreshing the group.

Action: Clare Oliver will look at with BGH Participaton Group. John McLaren also suggested going through the Patient Participant Group for discussion there.

Clare Oliver has met with Clare Malster and talked about opportunities about working across with older people's pathway. June Smyth assured that Rob McCulloch-Graham is taking forward to management with NHS and SBC as we need to find a way all our needs are met but making clear who is responsible for what.

This Committee only oversees NHS. There is a piece of work being done on older peoples pathway. Governance structure is being progressed and agreed.

Clare Oliver provided an activity report. Executive responsibility sits with June Smyth for public involvement. We are in the process of deconstruction/reconstruction for structure and adding public involvement. Completion by end of March 2020. It is being done in conjunction with ongoing handover from Laura Jones.

There has been a lot of time spent liaising with members. Carol Graham has been seconded to public involvement 2 days per week and is working hard with ongoing relationships with public/SHC. We are looking at frequency of meetings ensuring they are relevant. A key piece of work is Older Person's Pathway – crosses health and social care working with executives and senior management. Outputs – agreed with members that PPF and PPG – trial bimonthly and gather feedback. ToRs have been circulated. The BGH Participation Group has been brought into Public involvemen and it has been agreed to focus on a forward plan and agree items for public involvement. Sharing relevant information with public members as appropriate will be developed and regular communications sent out to also help with relationships.

BGH Participation Group – only impacts on the BGH. John McLaren asked for this clarification. Clare Oliver explained that IJB becomes very difficult to report on. We encourage to signpost members to information on website. All the pieces of work being done that cross NHSB/across board/IJB - John McLaren required assurance that crosspieces of work are linked.

Margaret Simpson has a few questions so will contact Clare Oliver directly to work on for next meeting.

Clare Oliver will ask KB to circulate Audit Report. An internal audit was done in November 2019. Audit report taken to Audit Committee and was accepted. It is important to acknowledge work and input into report from various colleagues. The Comms team fed in as appropriate. The Audit contains 3 recommendations – 1. To continue involvement of public engagement/strategy. Agreement work done on that to be done by end of June. 2. Process of involving staff and around involving people with public involvement across the organisation – links well with turnaround. 3. Resource to support public involvement. Recognition is a significant commitment to organisation. Clare Oliver hoping for provision for best option to support in proposed structure.

Shelagh Martin asked if the team has tripled, which it has not as Clare Oliver confirmed. It is important to note how we can think about doing things differently and how skills are best used. Public involvement involves everyone. SHC have 6 weekly meetings with Clare Oliver and team.

The Committee noted Clare's updates.

5.4 Work Plan Review

Clare Oliver very keen to discuss in more with Tris Taylor (Chair) and would like a meeting to take place prior to adding anything further. June Smyth indicated that there certainly would be a focus on turnaround involving service redesign, balance of care and would require assurance around changes. The Committee will need to be assured by Clinicians who lead the service.

6. Monitoring & Performance Management

6.1 Scottish Health Council (SHC) Update

Shelagh Martin indicated that update re SHC is in the papers. There is a continuation around support around NHSB and turnaround, working closely with Clare Oliver. They will review function of public engagement – PPF /public engagement.

Shelagh informed the Committee of new work from Scottish Government regarding gathering views from patients re ME. SG can feed in to big piece of work around what care should look like for those who suffer ME. SHC have contacted support groups but also thinking about services within NHSB too and is keen to establish the best person to contact. John McLaren asked about the best clinician and June Smyth advised she would be in with Shelagh re who to contact as this certainly would be a good link. Shelagh highlighted that she has been in touch with the Borders ME Group and a survey through Ability Borders has been done too, particularly regarding how ME patients get support as it's such a difficult condition to live with and they also have been hit by the benefits review, so it's good work being done. Shelagh advised the Committee that the Scottish Public Health Network doing piece of work too within Scotland, currently only working re adults not children, even though children do suffer. Shelagh is keen to get the word out suggesting flyers into BGH/Surgeries. Shelagh Martin will work with Clare Oliver and June Smyth.

Publication just issued – Citizens Jury – 5 meetings around shared decision meeting. On website.

The Public Governance Committee noted the update.

8. Any Other Business:

No other business matters were raised.

9. Future Meeting Dates 2020

Tuesday 12 May: 2pm-4pm
Thursday 20 August: 11am-1pm
Tuesday 17 November: 2pm-4pm