Board Committee report to the Board of Directors

Committee Name:	Governance & Compliance Committee
Committee Chair:	Lucy Hind
Date of last meeting:	16th August 2022
Date of Board meeting for which this report is prepared	August 2022

Summary of key issues:

A great meeting and discussion with key discussion points outlined as below:

Governance Work plan
A GWP was brought to the GCC and discussed. This was agreed and will be brought to board for final approval

This plan will assist in identifying gaps, show any papers in progress and allow the team to forecast and papers required that are related to governance and compliance areas of the organisation. The system will be fully auditable.

Risk Register
The Datix system is in place and being used by HIF. Alignment is required to the Trust as not all areas are currently picking up Risks. This means that not everything is being actioned wider than at a HIF level and some risks do require a Trust input. Angie, xxxxxxxxxxxxx & xxxxxxxxxxxxx are planning a catch up with xxxxxxxxxxxxx to ensure alignment across the organisations to ensure that Risk is picked up and understood across the organisations. Angie is also going to mention this directly to xxxxxxxxxxxxx.

It is suggested that we consider a review of the Datix system at one of the board workshops so that we all understand its capabilities.

Aligned to the Datix system we also undertook a discussion aligned to risk appetite and a risk management framework which would incorporate a risk policy, risk statement and escalation forms aligned into Datix. It is deemed by the G&C Committee that this is an appropriate piece of work that should be undertaken and aligned to the Datix system use. It is suggested that the risk management paper is additionally reviewed at one of our workshops to develop thinking and brainstorm any additional requirements before it is finalised.

Medical Devises
A paper was presented in the G&SC to highlight some concerns around the current process which is quite disjointed. Across the site there are a lot of high risk medical devices – the Trust have now appointed a training officer and, the Medical Device Safety Officer (MDSO), is pivotal to align with this role (the MDSO was not involved in the recruitment process). 16 risks have been identified currently. A paper is due to be reviewed at SMT (18/8) in support of additional resource to support the MDSO in the role and provide necessary resource to ensure mitigation of risks. For note the MDSO role is a recognised role under MHRA requirements. This role needs to be formally appointed via the Trust.

HIF H&S Audit Responses
Great discussion around H&S and the staff engagement aligned to open honesty around knowledge and training requirements which should be highlighted to the People Committee, This is showing us

that change is being seen and the staff are more open to change and feel like they can be open & honest without retribution. xxxxxxxxxxxxx is looking to liaise with the Unions to look at training availability and for external independent audits to be undertaken.

Fire Assurance Update
Evacuation - An interesting discussion undertaken re fire assurance and our responsibilities verses the Trust responsibilities. We HIF are responsible for outline the risks and then the Trust are responsible for undertaking training and work aligned to the evacuation plans and associated provided information. We discussed ensuring clear boundaries to ensure responsibility is known.

xxxxxxxxxxxxx then updated the GCC on actioned works underway such as the sites risk assessment which will be undertaken by xxxxxxxxxxxxx and a variety of work that is agreed and has been put under contract. Through this work we will be able to move to a compliant state.

With regards to policies, general risk register & incidents work is ongoing with the relevant teams. There are currently 2 high risks aligned to the risk register one of which is companies house and the other is the resources required for the medical device team both of which are being dealt with and are not requiring escalation.

Really great work is underway by the teams and progress is being made across the teams.

Are there any significant risks for noting by Board? (list if appropriate)

Medical devices – xxxxxxxxxxxxx needs to be formally appointed to the role as Medical Device Safety Officer by the Trust to ensure that there is clarity and management at the appropriate levels to addressed issues and ensure mitigations are undertaken. This needs to be made formal appointment via the Trust put in place.

Any matters of escalation to Board for decision or noting (list if appropriate)

Please note that we would like to use some workshop time to outline the Datix system and its use and outline and discuss as a group the risk management framework.