**Approved Minutes**

**Meeting: NHS Golden Jubilee Clinical Governance Committee Extraordinary Meeting**

**Date: Thursday 15 May 2025, 09:15**

**Venue: Microsoft Teams Meeting**

**Members**

Morag Brown Non-Executive Director (Chair)

Callum Blackburn Non-Executive Director

Rob Moore Non-Executive Director

Jane Christie-FlightEmployee Director

**Core Attendees**

Anne Marie Cavanagh Director of Nursing

Carolynne O’Connor Deputy Chief Executive and Director of Operations

Gordon James Chief Executive

Mark MacGregor Medical Director

**In Attendance**

Kevin McMahon Head of Risk and Clinical Governance

Nicki Hamer Head of Corporate Governance and Board Secretary

Susan Douglas-Scott Board Chair

**Apologies**

Linda Semple Non-Executive Director

**Minutes**

Kirsteen Hendren Senior Corporate Administrator

**1 Opening Remarks**

* 1. **Chair’s Introductory Remarks and Wellbeing Pause**

Morag Brown opened the Committee meeting by welcoming everyone and all participated in a short wellbeing pause.

 Morag Brown advised that the Extraordinary Meeting had been called to approve the Duty of Candour Report 2024/25 and the Annual Claims Report.

* 1. **Apologies**

Apologies were noted as above.

* 1. **Declarations of Interest**

There were no declarations of interest noted.

1. **Consent Agenda Items**

**3.2 Safe**

 None

**3.3 Effective**

 None

**3.4 Person Centred**

**3.4.1 Duty of Candour Annual Report 2024/25**

Kevin McMahon presented the Duty of Candour Report for 2024/25 advising that future reports would align with the Committee workplan. Kevin McMahon highlighted that in Table 1, there were 21 rationale events and that five of these remained.

Callum Blackburn highlighted that in Appendix 2 it was reported that a heart had been declined due to staffing levels and asked if there was any further information on this. Kevin McMahon advised that he did not have this to hand but would prepare a brief to circulate to the Committee. Anne Marie Cavanagh advised that an SAER meeting had taken place and a report was being compiled. Morag Brown agreed that it would be beneficial for more information be provided on the SAER at the next meeting.

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| **Action No.** | **Action** | **Lead**  | **Deadline** |
| 250515/3.4.1 | Provide the Committee, with further information on the instance of a heart being declined due to staffing levels.  | Mark MacGregor/ Kevin McMahon | 29 May 2025 |

**3.4.2 Annual Claims Report**

Kevin McMahon presented the Annual Claims Report and advised that there had been 14 new claims, 8 of which were now closed and advised that 7 were relating to patients and six were relating to staff. Kevin McMahon advised that the last page of the Patient Claim Table, stated an outcome of four but this should report three and that this would be corrected. Rob Moore advised that Appendix 2, the Received Date column should be noted first on the table, prior to the Incident Date.

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| **Action No.** | **Action** | **Lead**  | **Deadline** |
| 250515/3.4.2 | Appendix 2 of Annual Claims Report to be amended to detail, Received Date prior to Incident Date. | Mark MacGregor/ Kevin McMahon | 29 May 2025 |

 The Committee approved the Annual Claims report subject to the amendments noted above.

**4. Consent Agenda Items**

There were no consent Items for discussion.

**5. Update to the Board**

The update for the Board was not discussed.

**6. Any Other Competent Business**

No other competent business was discussed.

**7. Date and Time of Next Meeting**

The next Clinical Governance Committee meeting would take place on Thursday 14 August 2025, 10:00.