

**Clinical and Care Governance Committee
Section 1 – Action List**

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
11/11/2021	4	<p>Actions Log and Agenda Matrix</p> <p>GC asked if Staff Support could specifically reach out to Womens organisations, an approach would be welcomed. LC mentioned she will ask the Lead Officer for violence against woman to scope out and contact the relevant groups.</p>	LC			
11/11/2021	7	<p>Carers (Scotland) Act 2016 Funding</p> <p>VG and KW will arrange for Clark Adams and The Third Sector Organisations to attend and provide an update on Carers.</p>	VG/KW			

12/08/2021	3	Minutes of the Previous Meeting – The format of future minutes will be agreed by the work undertaken by review of governance documentation. The Committee agreed for the Meetings to be recorded	ALL		This work is ongoing and is due to be presented to the IJB in May 2022	
13/05/2021	4	Action List and Rolling Agenda Matrix – A paper on health inequalities will be brought to the next meeting presented by Valerie White/Lynsey Fitzpatrick	AWa	12/08/2021	Added to the Agenda for the meeting on the 12 th August This has been deferred to the next meeting due to current pressures (November 2021)	
13/05/2021	6	Realistic Medicine Update – GC asked for feedback to be shared with members following the redesign of Ophthalmology	AWa	Ongoing		
Completed Actions						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
12/08/2021	6	Supporting Carers During Covid The Committee agreed a paper on Unpaid Carers Funding to be presented to the IJB	Kerry Willacy	November 2021	Following a discussion at the IJB pre meet it was agreed that this report will be brought back to CCG. On the Agenda for the 11 th November 2021.	11/11/2021

Section 2 Rolling Agenda Matrix

	Feb 2022	May 2022	August 2022	November 2022
Substantive Items	<ul style="list-style-type: none"> • Apologies • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Minute of Previous Meeting • Any Other Business • Date of Next Meeting
Items for discussion	<ul style="list-style-type: none"> • TEC • Plan for Palliative Care • Housing with Care and Support 		<ul style="list-style-type: none"> • Carers Update • Staff Support and Wellbeing 	<ul style="list-style-type: none"> • Complaints
Items from previous Agenda	<ul style="list-style-type: none"> • 	<p>Health Inequalities – Valerie White/Lynsey Fitzpatrick</p>		
Outcomes for Discussion	<ul style="list-style-type: none"> • Outcome 1 • Outcome 2 	<ul style="list-style-type: none"> • Outcome 4 • Outcome 5 	<ul style="list-style-type: none"> • Outcome 6 • Outcome 8 	<ul style="list-style-type: none"> • Outcome 3 • Outcome 7