

## Notes of South West Clinical Senate

Held on Thursday 15<sup>th</sup> January 2015

In Rougemont Hotel, Exeter

## **DRAFT Meeting Notes**

### **Present:**

Vaughan Lewis, <b>Core Senate Council member and Chair</b>	Sarah Lees, <b>Guest</b>
Marion Andrews-Evans, <b>Senate Council member</b>	James Mapstone, <b>Guest</b>
Mary Backhouse, <b>Senate Council member</b>	Simon Mathias, <b>Core Senate Council member</b>
Sunita Berry, <b>Core Senate Council member</b>	Shelagh McCormick, <b>Core Senate Council member</b>
Claire Bullock, <b>Guest</b>	John Miskelly, <b>Core Senate Council member</b>
Kay Burkett, <b>Guest</b>	Russ Moody, <b>Guest</b>
Chris Burton, <b>Core Senate Council member</b>	Linda Prosser, <b>Senate Council member</b>
Mark Callaway, <b>Senate Council member</b>	Sarah Redka, <b>Minute taker</b>
Nick Cartmel, <b>Core Senate Council member</b>	Ann Remmers, <b>Core Senate Council member</b>
Diane Crawford, <b>Senate Council member</b>	Guy Rooney, <b>Senate Council member</b>
Geraint Day, <b>Senate Council member</b>	Ray Sinclair, <b>Senate Council member</b>
Kevin Elliston, <b>Guest</b>	Emma Stapley, <b>Senate Council member</b>
Sara Evans, <b>Senate Council member</b>	Debbie Stark, <b>Guest</b>
Caroline Gamlin, <b>Core Senate Council member</b>	Tony Steele-Perkins, <b>Guest</b>
John Graham, <b>Senate Council member</b>	Christine Teller, <b>Core Senate Council member</b>
Carol Gray, <b>Senate Council member</b>	Rachel Wigglesworth, <b>Guest</b>
David Halpin, <b>Senate Council member</b>	Dan Williams, <b>Senate Council member</b>
William House, <b>Senate Council member</b>	Paul Winterbottom, <b>Senate Council member</b>
Bruce Laurence, <b>Core Senate Council member</b>	Philip Yates, <b>Senate Council member</b>

### **Apologies:**

Trevor Breswick, <b>Senate Council Member</b>	Sally Pearson, <b>Senate Council Member</b>
Sue Dolby, <b>Senate Council Member</b>	Andrew Seymour, <b>Senate Council Member</b>
Paul Eyers, <b>Senate Council Member</b>	Andy Smith, <b>Senate Council Member</b>
Deepak Gupta, <b>Senate Council Member</b>	Derek Sprague, <b>Senate Council Member</b>
Adrian James, <b>Core Senate Council Member</b>	Helen Thomas, <b>Core Senate Council Member</b>
Chris Lewis, <b>Senate Council Member</b>	Sanjay Vyas, <b>Senate Council Member</b>
Mathew Mulloy, <b>Senate Council Member</b>	Jayne Weare, <b>Senate Council Member</b>
Joanna Parker, <b>Core Senate Council Member</b>	Jenny Winslade, <b>Senate Council Member</b>

		<b>Action</b>
<b>1</b>	<b>Welcome, introductions and business items</b>	
	Round table introductions – attendance and apologies listed above.	

<b>1.1</b>	<b>Public attendance and recording of meeting</b>	
	There was no public attendance at the meeting. The meeting was recorded for the purpose of minute taking. The recording will be deleted after the minutes have been agreed.	
<b>1.2</b>	<b>Minutes from last meeting</b>	
	The minutes from 16 <sup>th</sup> October 2014 meeting were agreed. Include apologies from Shelagh McCormick and Diane Crawford.	Sarah Redka
<b>1.3</b>	<b>Undeclared conflicts of interest (COI)</b>	
	Attendees were offered COI forms for this meeting but no new COIs were raised.	
<b>1.4</b>	<b>Operational guidelines update and sign off</b>	
	<p>This document was circulated and discussed. There was discussion about the vision being revised, the appointment process being formalised and about the core Senate Council membership.</p> <p>The following changes/actions were agreed:</p> <ul style="list-style-type: none"> <li>• Reduce total number of Council members to around 25 to facilitate future debate.</li> <li>• Wider diversity required particularly regarding representation from nursing, Allied Health Professionals (AHP) community and children's services.</li> <li>• Input from social care for adults and children is necessary but difficulties getting representation at meetings was noted. Therefore, specific individuals will be invited to future deliberations as required.</li> <li>• As requested by members of the Citizens Assembly, there will be two core Citizens Assembly members on the Council with further representatives/experts (usually selected from the Citizens Assembly) invited on a topic specific basis.</li> <li>• Develop a brief structured paper application process for recruiting new Senate Council members. Aim for complete renewal of the Senate Council over a three year period.</li> </ul> <p>There was a debate about the challenge of ensuring that the future council is credible both professionally and geographically. No firm conclusions were reached but the next iteration of the document will include a proposal that reflects the debate.</p> <p>The Operational Guidelines will be discussed further at the 12<sup>th</sup> March Senate Assembly meeting.</p>	Sunita Berry
<b>1.5</b>	<b>Clinical review process sign off</b>	
	This document was circulated and discussed. The Senate will take on the role formerly delivered by the National Clinical Assurance Team (NCAT). The review process forms part of the revised NHS England change assurance process and has been developed with all 12 Senates in NHS England (NHSE). The Council discussed the Senates role in delivering this. There were discussions about liability following advice provided by the Senate Council and about funding for completing reviews.	
<b>1.6</b>	<b>Terms of reference sign off</b>	
	The terms of reference form part of the operating principles and were therefore discussed as part of section 1.4.	