

Taskforce for the Improvement of Health Care & Forensic Medical Services for Adults, Children & Young People who have experienced Rape & Sexual Assault

Quarterly Taskforce Meeting Meeting Minutes & Actions

Tuesday 7 May 2019: 14:00-16:00

St Andrews House, Regent Road,
Edinburgh. EH1 3DG

Attendees:

- **Chair – Dr Catherine Calderwood (Chief Medical Officer for Scotland)**
- Colin Sloey (National Co-ordinator - CMO Taskforce, SG)
- Michelle Harrity (CMO Taskforce, SG)
- Vicky Carmichael (CMO Taskforce, SG)
- Mark Burgess (CMO Taskforce, SG)
- Jenny Clifton Coles (CMO Taskforce, SG)
- Greig Walker (FMS Bill - Team Leader, SG)
- Ruth Winkler (FMS Bill - Deputy Team Leader, SG)
- Beth Macmaster (Barnahus Lead, Violence Against Women and Girls and Barnahus Justice Unit, SG)
- Sybil Canavan (Chair of Workforce and Training Subgroup and Head of People and Change at Glasgow City HSCP)
- Iona Colvin (Chief Social Work Advisor)
- Dr Edward Doyle (Senior Medical Adviser for Paediatrics, SG and Associate Medical Director for Women's and Children's Services, NHS Lothian)
- Lindsay Thomson (Medical Director of the State Hospitals Board for Scotland)
- Fiona Wardell (Health Care Improvement Scotland)
- Anne Marie Hicks (Head of Victims and Witnesses Policy)
- Detective Chief Superintendent Lesley Boal (Head of Public Protection, Police Scotland)
- Deb Wardle (Archway forensic examiner and Associate NES Champion)
- Fiona Murphy (Director of National Services Division (NSD), NHS National Services Scotland)
- Anne Neilson (Director of Public Protection, NHS Lothian)
- Stine Nielsen (Acting Team Leader, Child Protection, SG)
- Gerald McLaughlin (Chief Executive, NHS Health Scotland)
- Tricia Marwick (Chair, Fife NHS Board)
- Katie Brown (Equally Safe Policy Coordinator, COSLA)

Tele / Video conference:

- Video: Boyd Peters (Assistant Medical Director, NHS Highland (representing the Scottish Association of Medical Directors - SAMD))
- Telephone: Dr Pauline McGough (Clinical Director and Consultant in Sexual and Reproductive Health, Sandyford Clinic)

Apologies:

- Tansy Main (CMO Taskforce Unit Lead, SG)
- Tom Nelson (Director of Forensic Services, Scottish Police Authority)
- Saira Kapasi (Head of Violence Against Women and Girls and Barnahus Justice Unit.)
- Louise Wilson (representing Directors of Public Health and NHS Orkney)
- Gill Imery (Her Majesty's Chief Inspector of Constabulary in Scotland)
- Sandy Brindley (Chief Executive, Rape Crisis Scotland)
- Carol Rogers (SPA National Lead Forensic Scientist - Sexual Offences, attending on behalf of Tom Nelson)
- Katie Cosgrove (Gender Based Violence Programme Lead, NHS Health Scotland)
- James Crichton (Chair of Network Board, NSD and Chief Executive of the State Hospitals Board for Scotland)
- Karen Ritchie (Deputy Director of Evidence, Healthcare Improvement Scotland (HIS))
- Jessica Davidson (Senior Clinical Forensic Charge Nurse, NHS Lothian)
- Julie Cumming (Archway forensic examiner and Associate NES Champion)
- Louise Raphael (HMICS)
- Gary Jenkins (GG&C)
- Donald Henderson (Deputy Director for Care, Protection and Justice, SG)

Agenda:

1. **Welcome and Introductions:** Chair – Catherine Calderwood (CC)
2. **Apologies:** CC
3. **Minutes of Last Meeting and Actions Log:** CC
4. **Matters Arising:** CC
5. **Subgroup Updates:** CC plus subgroup chairs
6. **Agreed actions / next steps:** CC
7. **AOB:** CC
8. **Date of next meeting:** CC

1 & 2. Welcome, Introductions & Apologies

- Catherine Calderwood (CC) welcomed everyone to the meeting, in particular, new attendees: Tricia Marwick, Stine Nielsen and Jenny Clifton Coles.
- Apologies were noted.

3. Minutes of Last meeting and Actions Log

- CC invited members to agree that the minutes were a true reflection of the previous meeting. All members agreed, subject to a minor amendment from Pauline McGough.

4. Matters Arising**Ministerial Bi-lateral**

- CC advised that she and Tansy Main (TM) both met with the Cabinet Secretary for Health and the Cabinet Secretary for Justice on 14 March to provide an update on the work of the Taskforce and progress against delivery of the HMICS recommendations.
- Both Ministers particularly welcomed the progress being made to move examinations out of police settings and the work to improve the gender balance of the workforce.
- CC noted that there was a very useful discussion about the forensic nurse examiner Test of Change (ToC) and that Ministers look forward to receiving detailed advice on this.
- CC and Willie Cowan (Deputy Director, Criminal Justice) will meet Lady Dorrian on 8 May to discuss how best to raise awareness of the ToC with the judiciary.
- It was noted that the Taskforce is well regarded by Holyrood and that officials agreed to provide Parliament with an update on the five year work plan in due course.

Chief Executive Review Meeting

- CC advised that she and Colin Sloey (CS) will meet with all Health Board Chief Executives on 8 May to take stock of progress against the 5 Asks made of them in April 2018 and to set out 5 new asks for 2019.
- CC summarised the new asks:
 1. Ensure timely delivery of the multi-agency objectives set out in the costed local improvement plans, including Board approved capital projects.
 2. Develop the local (and where appropriate, regional) workforce model to ensure:
 - A female doctor and nurse chaperone are available 24/7, so that where a victim requests a choice of the sex of staff involved in their care, this can be met.
 - A nurse coordinator(s) is in post to ensure a smooth pathway of onward care and referral to other services.
 - Timely access to therapeutic and through care services.

3. Prepare for forthcoming legislation; the introduction of a national model for self-referrals and the potential for an increase in demand for these services.
 4. Ensure there is readiness within local and regional delivery teams for compliance with agreed national documentation and data collection requirements.
 5. Plan for service sustainability beyond the life of SG ring-fenced funding (end of 2020-21).
- CC noted that our progress is being closely scrutinised – and rightly so. Health Boards must therefore be able to demonstrate the leadership and commitment that is needed to make on-going, tangible improvements in this area.
 - CS also referred to a briefing session that had taken place earlier in the day with Tricia Marwick (new NHS Chairs Representative on the Taskforce) and it was agreed that CS will attend a future meeting of NHS Chairs to impress upon them the expectations from Cabinet Secretaries. He also noted that the Health Board score cards against the CMO ten asks and HIS standards would also help to inform an update to Parliament in due course.

New Action - #133: Colin Sloey to update his stock take report for the next meeting. Target close date: 29 August.

New Healthcare and Forensic Medical Examination Facilities

- It was noted at the February meeting that the work of the Taskforce and all of the sub groups had reached a tipping point and that tangible improvements to services were within touching distance.
- On 21 March, CC opened a new multi-agency healthcare facility in NHS Forth Valley with the Cabinet Secretary for Health.
- CC commended the Nominated Lead (Lynn Waddell) for her collaborative, multi-agency approach to the design and development of the service and care pathways, and for the attention to detail she and others paid to ensuring a truly person centred, trauma informed, wrap around service.
- CC noted that she will officially open a new healthcare facility in NHS Fife on 14 June (although the service opened its doors on 1 April). Examinations now no longer take place in Glenrothes Police Station.
- CC also advised that NHS Tayside has moved all their examinations out of Dundee Police Station in to a new healthcare facility in Kings Cross Hospital and that she will open a new service in NHS Dumfries and Galloway on 24 June.
- On 8 April, the Cabinet Secretary also visited the FME facility within the new Balfour Hospital in Orkney.
- CC added that there are many new or improved facilities being developed across the country and that work is underway on the regional centres of expertise in Glasgow and Edinburgh.
- These improvements are vital to ensuring that survivors can access healthcare and forensic medical examination services within appropriate, trauma informed, healthcare settings.
- The focus over the coming year will be on how the dynamic elements of the service are developed by building the capacity and capability of the workforce and progressing greater intra-board collaboration.
- CS highlighted that Table 1A in the Stocktake Report provides an overview of development in all board areas.

Victims Taskforce

- CC noted that the second Victims Taskforce meeting was held on 6 March. Discussion focussed on the development of a work plan and work stream leads have now been identified.
- They also explored mechanisms to engage directly with victims and their families. This aspect is being taken forward in conjunction with Victims Support Scotland and Rape Crisis.
- The next meeting of the Victims Taskforce will take place 12 June. Close links will be maintained.

Police Care Network

- CMO noted that Jim Crichton has now retired and has been replaced by Gary Jenkins. He will attend the next meeting to provide an update.

Health and Justice Collaboration Board

- CC summarised that the last HJCB took place in March and focused on identifying the organisational barriers to collaborative working.
- There was agreement to develop a joint vision statement to provide greater focus on the Board's priorities which will be presented to the board in June.
- It was asked whether the board is being extended as it has already reached the end of its original timeline. Iona Colvin who is on the board highlighted that this is under review.

5. Subgroup Updates

Delivery and Performance (Papers 3 + 4)

- CS Highlighted the amber issues from the RAG reports – specifically:
 - 2020 budget allocation: allocation letters scheduled for June rather than April due to an SG pre-Brexit budget review
 - Premises development: CS provided an overview of developments in the respective areas.
- CS highlighted the Taskforce report, reiterating that it sets progress against the 5 asks and the HMICs recommendations. A number of meetings have taken place to ensure work is progressing as required in the areas and he is satisfied that all boards are moving in a positive direction. Despite variances in some areas where their operating models may look quite different, Boards are expected to meet the standards required of them.
- Whilst momentum must be maintained as work moves forward to the new 5 asks, sustainability must be a critical consideration throughout all delivery plans.
- Gerry McLaughlin offered to collaborate with CS on any actions needing to be raised through Chief Execs group.
- CS also drew upon the connectivity between work areas, such as the national form and the IT solution, and the need for the groups to work together.
- CC highlighted the importance of achieving the best possible standards for survivors so that they are more than just a little better than previous services. The HIS standards clearly set out that these should be person centred and trauma informed.
- Lesley Boal (LB) suggested that more thinking could be applied to see what can be done to work around constraints apparently presented by geographical boundaries. CS welcomed any collaboration on this and an action was noted to follow this up. Anne Neilson noted that within the South East region, Health Board boundaries do not impede where someone goes to access a FME and that this would normally take place as close as possible to the point of need in order to minimise unnecessary travel.

Previous Action - #070 (15.05.18): Options appraisal to look at points of access into services.

Update: The CMO Taskforce Unit are progressing this and will bring an update to a future meeting. Action owner: Mark Burgess. Target date moved from February to 29 August. **Action remains open.**

Previous Action - #126 (26.02.18): Pauline McGough to speak to Sandy Brindley, Rhoda McLeod about location of the new Centre of Expertise in Glasgow.

Update: A date is now held in the diary for 3 June. Action will remain open and we can expect an update at the next meeting. Target date moved from May to 29 August. **Action remains open.**

Previous Action - #127 (26.02.18): Ann Hayne to bring an update on the specification document for healthcare and forensic medical examination facilities.

Update: Ann has spoken to many multi-agency partners to inform this work and will aim to circulate the document for wider consultation in the coming weeks. Target date moved from May to 29 August. **Action remains open.**

Previous Action - #129 (26/02/19): Carol Rogers (SPA) to prepare a paper on environmental monitoring.

Update: This paper was provided to members for the meeting but there was not the opportunity to discuss the detail. Target date moved from May to 29 August. **Action remains open.**

New Action - #134: Colin Sloey to meet with NHS Lothian team to discuss geographical boundaries. Target close date: 29 August.

New Action - #135: Colin Sloey and Gerry McLaughlin to meet to discuss areas where Chief Executives can provide support and maintain momentum. Target close date: 29 August.

Barnahus

- Beth Macmaster (BMac) provided an update on Barnahus.
- Healthcare Improvement Scotland and the Care Inspectorate have been commissioned to develop Scotland-specific standards for Barnahus and the Cabinet Secretary for Justice has now written to the Justice Committee to confirm timescales for this work.
- Scoping work is now underway and there will be a stakeholder event in June – many of the Taskforce members are likely to receive communication about this. This will be the first of many opportunities to provide input to this work.
- Work is underway to look at membership of the standards development group and that group will be co-chaired to ensure both clinical and child protection expertise.
- The standards development work itself will begin in summer and a draft set of standards is expected to be available for consultation by the end of this calendar year.
- There will be an extensive consultation period and time for review after that – final standards are expected by Summer 2020.
- Alongside this they will be considering whether there is scope to test some elements in a suitable multi agency setting.
- Overlaps with this work, and also with work on Joint Investigative Interviews have been recognised – it is, however, still at an early stage. They are working to ensure consistency in approach, particularly via the CYP Expert Group.
- There may be some coverage of Barnahus this week as the Vulnerable Witnesses Bill reaches its final stage. The Bill is not Barnahus, it is just about one small element present in most versions of Barnahus– promoting pre-recording of children’s evidence in the most serious cases. The Bill has been dominated by discussions about Barnahus and the need to go further in this direction. The commitment remains the same, which is to explore how Barnahus could operate, and the Cabinet Secretary has confirmed to Parliament that a Scottish version of Barnahus is the intended destination – the bill is a helpful step in this direction.

Decontamination and Environmental Monitoring (Papers 5, 6, 7 + 8)

- CC acknowledged that significant progress has been made on this work since the last meeting and thanked Vicky Carmichael (VC), Carol Rogers (CR(SPA)) and all those involved for their efforts.
- VC advised that the Decontamination Protocol paper had been approved by the Lord Advocate subject to the development of an environmental monitoring protocol. Next steps are to write to boards to inform them that this is now agreed and Mark Burgess (MB) and CR will be visiting

boards to ensure protocol is embedded. Police Scotland has also developed a video to help boards implement the decontamination practice.

- CS highlighted the need to ensure consistent compliance with the protocol. It was agreed that the Directors of Nursing and Infection Control Leads should have leadership responsibility and ownership for implementation and robust local performance monitoring.
- Tricia Marwick (TM) concurred that meticulous execution will be critical.
- Eddie Doyle (ED) reiterated that there has been a tendency for protocol variances between areas, and more needs to be done to provide a culture of universal standards and practice.
- VC assured members that the letter being issued will ensure a clear understanding of the difference between cleaning and decontamination (setting out the recommended use of Virkon). VC explained that the board visits planned by MB and CR are not only to support the roll out of the protocol, they are also to assessing the level of risk of each premises. This will help to develop the sampling frequency required for each board in relation to environmental monitoring. This will deliver on the Lord Advocate's ask.
- Gerry McLaughlin (GMc) proposed this be added to the agenda for the Directors of Nursing meeting. It was agreed that communication on implementing the decontamination protocol should go from Fiona McQueen and CMO to the Directors of Nursing, Board Chief Execs and Heads of Infection, Prevention and Control.
- TM emphasised the importance to spell out what is required since it is a completely new way of doing things in completely new facilities. VC said that she is assured that the Health Boards understand this since they were involved in the development of the protocol.
- LB highlighted the importance to include the other rooms (such as comfort / interview rooms) so that they are also cleaned to a similar standard to eliminate the risk of cross-contamination. VC reassured her that this is addressed in the papers, however there may be scope to extend the environmental monitoring sampling.

New Action - #136: Lesley Boal, Carol Rogers and Vicky Carmichael to meet to review what can be done to help prevent cross contamination with other pre-examination areas. Target close date: 29 August.

New Action - #137: All members to review the Environmental Monitoring paper and pass any comments to Vicky Carmichael (with particular attention to page 6) within 2 weeks. Target close date: 22 May.

Information Governance (Paper 9)

- VC referenced the RAG status, which had previously been reported red but is now amber since the necessary subject matter experts for the group have been secured and traction is now being achieved.
- The draft Information Sharing Agreement and Data Protection Impact Assessment are expected to go out to consultation over the summer with a view to the documents being finalised and published by the end of the calendar year. The approach the Information Governance Delivery Group are taking was presented to the IG Forum and was well received by members and the Information Commissioners Office.

Children and Young People Expert Group (Paper 10)

- ED stated that the focus over the last couple of months has been to support the Children and Young People Clinical Pathway consultation. The group are also continuing to keep close links to the work developing in relation to Barnahus and the subgroup of the Police Care Network which is focusing on children suspected of causing serious harm.

- A SLWG has been established to review what is currently in place and where the gaps are in relation to the draft children and young person clinical pathway and therapeutic support for victims and their families. A paper would be brought to the August Taskforce.
- CC asked when we can expect to see reduced travel for child victims to access therapeutic support. ED said there is a reliance on third sector in mainland areas and that it may be harder to reduce travel in islands or more remote areas but noted that there may always be some travel to access acute services.
- IC highlighted other work she is involved with around child protection and the need to ensure there is no overlap. Stine Neilson (SN) is involved in this work and the Children and Young People Expert Group to ensure dots are joined.

New Action - #138: Eddie Doyle to bring a paper on the current provision and gaps in therapeutic services across Scotland for children and young people. Target close date: 29 August.

New Action - #139: Stine Neilson to ensure mapping work being taken forward by Child Protection is fed into the C&YPEG. Target close date: 29 August.

Workforce and Training (Paper 11)

- Sybil Canavan (SC) was invited to provide an update on the actions under the remit of the sub group. SC provided a summary of the actions noted in the RAG report.
- SC noted that discussions are also ongoing with NES and the COPFS about court skills training and that NSS ISD are progressing the collation of more robust workforce data.
- Deb Wardle (DW) provided an update on behalf of NES noting that an annual training event was delivered in November last year and that dates for the next full day conference and workforce training dates are being finalised.
- Deb noted that a scoping exercise took place to identify those still requiring training. NES are expanding on that exercise by asking Boards who has been trained but isn't in post (and why not potentially). The findings will be available in September.

Previous Action - #125 (26.02.18): NES to provide data on those who have undertaken training who are now in post and what the current demand is for training within Boards.

Update: NES to provide update by September. In addition NES will advise of those not in post why this is the case and how many are still requiring training. **Action will remain open.**

FNE Expert Group (Paper 12)

- Michelle Harrity (MH) was invited to provide an update. She confirmed the Expert Group had:
 - Agreed that the proposal should seek agreement for a Test of Change (ToC) that would aim to develop a multi-disciplinary Sexual Offence Examiner (SOE) workforce in Scotland, whereby either an appropriately qualified nurse or doctor can fulfil this role.
 - Work underway to identify suitably qualified nurses to take part in the ToC.
 - Three highly experienced Forensic Physicians currently working in Archway have agreed to fulfil the role of preceptor. This is a key factor to mitigating any perceived risk associated with the ToC.
 - Progressed work to clarify the cost of the ToC. This will be met from the Taskforce budget.
 - Agreed evaluation measures with the Crown Office and Procurator Fiscal Service (COPFS) and Scottish Police Authority (SPA).
 - Continued to work closely with QMU to build the capacity and capability of the future workforce.
 - Begun approaching Health Boards to identify candidates for the PG Cert, with enrolment starting in September 2019 and the course beginning in January 2020. Course fees for this first cohort will be met from the Taskforce budget.

- Recognised that the QMU course will commence before the ToC is fully evaluated and any decision made about the future role of nurse SOEs in Scotland, but are of the view that there is a strong impetus to lay the foundations for this now and that the Return on Investment is worthwhile.
- Continued to gather evidence to support the case for change in Scotland (including the impact of doing nothing and statistics from Mountain Healthcare in England which show that 20,000 forensic medical examinations have been carried out by qualified nurse SOEs with zero challenges in court).
- The CMO and Deputy Director for Justice (Willie Cowan) will meet with Lady Dorrian on 8 May to brief her on the proposal and to seek her views on how best to engage and raise awareness with the judiciary prior to the commencement of a ToC.
- The proposal will be finalised over the course of May and submitted to the CMO in June. It will be circulated to the Taskforce for comments by correspondence. The aim is to submit a final proposal to the Lord Advocate and Scottish Ministers by late summer. If approved, it is hoped that a ToC could commence early autumn.

Previous Action - #106 (06.11.18): Work to develop proposals to expand the available workforce whose evidence is permissible in court (FNE Expert Group). As above.

Update: Action ongoing – target date moved from February to 29 August for the next update. **Action remains open.**

Legislation (Paper 13)

- Ruth Winkler advised that the consultation closes on 8 May and thanked those who have responded. The report and key findings will be published in the summer. A programme of engagement is underway as well as a workshop on self-referral, early engagement with counterparts in other parts of UK.
- Further site visits are planned over the summer as well as visits to UK facilities and engagement with survivors. They are on schedule subject to Programme for Government proposals.

Clinical Pathways (Paper 14)

- Paper copies of the Children and Young People Clinical Pathway were circulated at the meeting.
- CC extended particular thanks to Pauline, Vicky, project manager Lucy Dexter and Rachel Hewitt from HIS, for all the hard work that went in to getting the consultation out for publication on Sunday.
- The twitter video accompanying the consultation has already been viewed almost 1,000 times.
- Pauline McGough asked everyone to circulate to their networks for optimum engagement.
- They are on target to publish responses to the adult clinical pathway in June with a view to publish the final pathway in autumn.

Previous Action - #049 (07.02.18): Clinical Pathways sub group to produce a simple summary document for survivors about the Clinical Pathways document.

Update: This will be progressed once the Pathways have been finalised. Target close date moved from 15 May to 5 November. **Action remains open.**

Quality Improvement (Paper 15)

- Fiona Murphy was invited to provide an update.

- There has been a delay to the completion of the OBC for the national clinical IT system. This will be brought to the August Taskforce meeting.
- FM outlined the work underway to review IT solutions already on the market and costings – costed options will be returned to Colin.
- ISD are working on the national datasets for adults and children and young people. An issue has been identified in relation to GDPR regarding what is required vs. what is collected. The question around what will the data be used for and what is needed, must be justified. ISD will develop justification for each criteria.

New Action - #140: Fiona to bring national clinical IT solution Outline Business Case to August Taskforce. Target date 29 August.

Previous Action - #119 (06.11.18): Colin Sloey and Karen Ritchie to discuss how to gather data for the purpose of quality assurance.

Update: Discussions about how to use the Quality Indicators to measure performance are on-going. Target close date moved from February to 29 August. **Action remains open.**

Survivor Reference Group

- VC provided an update on Sandy Brindley's behalf. In addition to the existing reference group, which is comprised of agencies supporting survivors, Rape Crisis Scotland has established a Survivor Reference Group. The purpose of this group is to provide a supported means of survivors of sexual violence to engage and have a voice within any changes being proposed in relation to justice responses.
- They currently have 24 survivors signed up to the group, and held their first meeting last week. Their intention is in the near future to organise a focus group of survivors with an interest in feeding into the work to improve forensic responses to enable them to meet with representatives from the Bill team.
- Rape Crisis Scotland consulted with advocacy workers about the best name to describe the model of provision being developed across Scotland. The consensus was in favour of Sexual Assault Response Network (SARN). They felt it was close enough to SARC to be recognisable but different enough to capture what they are doing differently in Scotland, and particularly to capture the multi-agency element of what is being recommended by the Taskforce.
- They also felt it was important to capture that in some areas the service may take the form of a coordinated response rather than a physical centre. They considered that a generic term such as SARN was required to describe the model but that individual areas will wish to use their own name for the actual service and that this would work well.
- Concerns that SARN already exists as an acronym (Scottish Alcohol Research Network) so it may not be appropriate. Other ideas were suggested around the table. An action was taken for VC to feed this back to SB.

Previous Action - #095 (07.08.18): Sandy to consult the Rape Crisis Reference Group on a generic name for services.

Update: Vicky Carmichael to feed back to Sandy Brindley that the SARN acronym already exists and suggest an alternative is considered. Members to share their preferences with Sandy (and reasoning) as a matter of urgency. Target date moved from November to 29 August. **Action remains open.**

Taskforce Risk Approach (Papers 16 & 17)

- CS drew on the complexity of the work programme and the need to have clearly identified, communicated, managed and reported risks that are controlled and visible (and escalated) via a centralised process and register.

- CS stated that he would take it that the Risk Approach is supported by the taskforce, provided that there no objections over the next two weeks.
- VC outlined the paper displaying the interdependencies across the Taskforce and invited members to provide any comment on the paper within the next two weeks. The next steps for this work was for it to form part of the risk management protocol.

Previous Action - #097 (07.08.18): Risk Register to be set up. There was an update to this action to produce a paper setting out a new approach to how risk should be managed across the Taskforce, its sub groups and the actions being led by NHS Boards.

Update: This paper has now been shared. Jenny Clifton Coles was acknowledged for all her work in pulling this together. All members to provide comments within the next two weeks on both the Risk paper and the Dependency one-pager. **If there are no comments within the two week time frame this action will be closed.** Target close date: 22 May.

5. Agreed actions / next steps

- CS provided a brief summary of any new actions that have arisen during the discussion.

7. AOB

- CC invited members to raise any other business but none were raised.
- Fiona Murphy is looking for maternity cover for Hannah Cornish.
- CC thanked members for their contributions.

8. Dates of next meeting

- 29 August 2019 – 14:00 – 17:00, Conference rooms C,D & E St Andrews House

Future meetings:

- 3 December 2019 – 14:00 – 17:00, Conference rooms C,D & E St Andrews House
- 7 February 2020 – 14:-00 – 17:00, Conference rooms C,D & E St Andrews House