

St Raphael's Hospice
Meeting of the Clinical Quality & Governance Committee
To be held at St Raphael's Hospice with video call access
10am-12pm on Friday 17th October 2025

Members: Dr Carrie Chill – Trustee & Committee member (CC)
 Alan Cogbill – Trustee & Committee member (AC)
 Benard Marley – Trustee & Committee member (BM)
 Norman McWhinney – Board Chair & Committee member (NM)

In attendance: Nick Stevens – Joint CEO (NS)
 Rebecca Trower – Joint CEO (RT)
 Alex Rudkin – Director of Quality and Governance (AR)
 Dr Naomi Collins – Consultant (NC)
 Karen Monaghan – Governance (KM)

Item	Time	Description	Purpose	Lead
1.	10.00 – 10.05	Welcomes, apologies for absence and declarations of interest	Discussion	Chair
2.	10.05 – 10.15	Review of minutes from Clinical Quality & Governance Committee meeting held on 11 th July 2025	Approval	Chair
		Actions List and update on matters arising	Discussion	
3.	10.15 – 10.25	Evidence of Excellent Practice Register	Discussion	RT
4.	10.25 – 10.45	St Raphael's Hospice staffing update (verbal update)	Discussion	NS, RT, AR
5.	10.45 – 11.05	Clinical Risk Register	Discussion	RT
6.	11.05 – 11.35	Clinical Quality & Governance Report inc. Clinical Action Plan	Discussion	RT, AR
7.	11.35 – 11.45	Minutes of internal meetings	Discussion	AR
8.	11.45 – 12.00	Any Other Business & Date of next meeting	Discussion	Chair

Proposed dates of future meetings (for approval at October Board): TBC

Actions log

Agenda item	Action	Responsible	Timeline	Ref.	Update
3. Evidence of Excellent Practice Register	Add section on positive feedback in monthly staff e-newsletter	Rebecca Trower with Anna Jordan	August update onwards	11.07.25/01	
4. Clinical Risk Register	Update risk registers as agreed with Committee	Rebecca Trower	Immediate	11.07.25/02	
5. Clinical Quality & Governance Report	Update report on bed occupancy	Rebecca Trower	Immediate	11.07.25/02	
	Share details on website project and budget to Finance Committee	John Groom	October 2025 meeting	11.07.25/04	
	Consult Hospice User Group on relevant points of website refresh	Rebecca Trower	Summer/Autumn 2025	11.07.25/05	
	Reword description of third priority in Quality Account	Rebecca Trower	Immediate	11.07.25/06	
6. Safeguarding Update	Secure contextual safeguarding information	Alex Rudkin	By October 2025 meeting	11.07.25/07	
7. Minutes of internal meetings	Bring suggestions on change management	Senior team	For October 2025 Board	11.07.25/08	