

St Raphael's Hospice
Meeting of the Clinical Quality & Governance Committee
To be held at St Raphael's Hospice
10am-12pm on Friday 11th July 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, Finance Director (NS - apologies)
 Rebecca Trower – Joint CEO, Clinical Director (RT)
 Alex Rudkin – Director of Quality and Governance (AR)
 Dr Naomi Collins – Consultant (NC)
 Francis Quinon – IPU Clinical Lead (FQ)
 Anna Machin – Governance (AM)

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 2 nd May 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 – 10.55	Clinical Risk Register (to include further update and data on staff morale and retention)	Discussion	RT
5.	10.55 – 11.35	Clinical Quality & Governance Report inc. Clinical Action Plan (to include further data on proportion of joint patient visits)	Discussion	RT, AR
6.	11.35 – 11.45	Minutes of internal meetings Audit / Survey Reports	Discussion	AR
7.	11.45 – 11.55	Safeguarding Update (verbal update)	Discussion	AR
8.	11.55 – 12.00	Any Other Business & Date of next meeting	Discussion	Chair

Date of next meeting: Friday 10th October 10am-12pm

Actions log

Agenda item	Action	Responsible	Timeline	Ref.	Update
6. CQ&G report	Invite IPU Lead to CQ&G meeting and future Board	Becca Trower	Next meeting cycle	17.01.25/01	Complete
	Draft letter of thanks to Community and clinical teams	Dr Carrie Chill	Immediate	17.01.25/02	Complete
7. Internal minutes	Report back on data on confidence around prescribing	Becca Trower	April meeting	17.01.25/03	Complete
4. Clinical risk register	Bring further update and data on staff morale and retention to next two meetings, including Birdsong survey outcomes in autumn	Becca Trower, Alex Rudkin	July & October 2025 Committee meetings	02.05.25/01	In progress – to update at this meeting
5. Clinical action plan	Share further data on proportion of joint patient visits	Alex Rudkin	July 2025 meeting	02.05.25/02	In progress – to update at this meeting