

St Raphael's Hospice
Meeting of the Clinical Quality & Governance Committee
To be held at St Raphael's Hospice
10am-12pm on Friday 16th January 2026

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 – apologies)
Rebecca Trower – Co-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 17 th October 2025	Approval	Chair
		Actions List and update on matters arising	Discussion	
3.	10.15 – 10.30	Recruitment/ Staffing update	Discussion	RT
4.	10.30 – 10.50	Clinical Risk Register	Discussion	NS, RT, AR
5.	10.50 – 10.55	Extract from Excellence Register	Discussion	RT, AR, NC
6.	10.55 – 11.20	Clinical Quality & Governance Report inc. Clinical Action Plan and Change Management Assurance Process	Discussion	RT
7.	11.20 - 11.30	Safeguarding Policy Scrutiny – Action from October meeting	Discussion	All
8.	11.30 – 11.40	Minutes of internal meetings & Reports	Discussion	RT, AR
9.	11.55 - 12.00	Any Other Business & Date of next meeting Friday 24 th April 2026	Discussion	RT

Actions log

Item	Action	Responsible	Timeline	No.	Update
3.	RT to continue inclusion of positive feedback in monthly staff e-newsletter and external channels.	RT	Ongoing	17.10.25/01	
5.	Add industrial-action & 10-Year Plan impacts to Risk Register	AR	January 2026	17.10.25/02	
5.	Report 12-hour shift pilot outcomes	RT	January 2026	17.10.25/03	
6.	Re-audit clinical record documentation	RT	Ongoing	17.10.25/04	
6.	Include pressure-ulcer audit in programme	AR	January 2026	17.10.25/05	
6.	Develop policy RACI table	AR/RT/NM	TBA	17.10.25/06	
6.	Categorise policies requiring Board approval	NM/AC/NS/RT	TBA	17.10.25/07	
7.	Executive Committee to design and present Change Management Assurance process to CQ&G for approval	RT/BM	January 2026	17.10.25/08	
8.	KM to add Safeguarding Policy scrutiny to January agenda	KM	January 2026	17.10.25/09	Done