

V2 Date of issue: 7 February 2020

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NHS BOARD CLINICAL GOVERNANCE COMMITTEE AGENDA

Wednesday 12 February 2020 at 9am
Board Room, Assynt House, Inverness

1 Welcome / Apologies

- 1.1 Declarations of Conflict of Interest** – Members are asked to consider whether they have a conflict of interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of a conflict of interest should indicate whether it is a financial or non-financial conflict and include some information on the nature of the conflict. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.

9.00 2 Minute of meeting on 3 December 2019 and Action Plans

PP 1-18

The Committee is asked to:

- **Approve** the minute.
- **Consider** actions arising therefrom.

9.05 2.1 Matters Arising

a. CGC Terms of Reference **Gaener Rodger**

PP 19-22

Proposed revisions to the Membership and attendance lists are in red and the Committee is invited to **consider** any other amendments that might be required ahead of a formal review in August 2020, once the outcome of the Partnership Agreement renewal with the Highland Council is known.

b. Lorn & Islands In-patient Action Plan 2018 **Fiona Campbell**

PP 23-24

The Committee is invited to **note** the action plan which was missing from the report to the Committee in December 2019.

c. Information Assurance Group Terms of Reference **Donald Peterkin**

PP 25-29

The Committee is asked to **approve** the Terms of Reference

**9.20 3 Case Study: Whole System Flow
Katherine Sutton and team**

The Committee is asked to **note** and **discuss** the presentation.

EXCEPTION REPORTS

9.45 4 Executive and Professional Reports by Exception

The Committee is asked to consider the issues identified and receive assurance that appropriate action is being taken/planned.

a. Belford Hospital verbal update – Boyd Peters

b. Internal Audit report – Maternity Redesign – Mary Burnside

PP 30-44

c. Internal Audit report – Controlled Drugs – Jackie Agnew

PP 45-47

**5 Operational Unit Reports by Exception and Emerging Issues with
Minutes of Meetings of Patient Quality & Safety Committees / A&B
Clinical and Care Governance Group**

The Committee is asked to consider the issues identified and receive assurance that appropriate action is being taken/planned.

**10.00 5.1 Argyll & Bute IJB and minutes of Clinical & Care Governance Group of
14 November 2019**

**Minutes PP 48-52
Report PP 166-173**

10.10 5.2 North and West, and minutes of QPS group

**Report PP 53-62
Minutes PP 177-183**

10.20 5.3 South and Mid, and minutes of QPS group of 16 January 2020

PP 63-85

**10.30 5.4 Raigmore, and minutes of QPS group of 19 November and 17 December
2019**

PP 86-102

10.40 5.5 Infants, Children & Young People's Clinical Governance Group

PP 103-105

10.50 BREAK

GOVERNANCE / PERFORMANCE

11.00 6 Scottish Patient Safety Programme

- a. Mental Health**
- b. Primary Care**
- c. Adult**

11.15	7	Corporate Risk Register Update Louise McInnes, Risk Manager	PP 106-119
		The Committee is asked to note the update.	
11.25	8	Complaints Mirian Morrison, Clinical Governance Development Manager	PP 120-136
		The Committee is asked to:	
		<ul style="list-style-type: none"> • Review the complaints performance by operational unit • Note the emerging themes by operational unit • Note action taken to improve performance 	
		* Scottish Public Services Ombudsman cases will be reported to the Committee in April 2020	
11.35	9	Older People in Acute Hospitals (OPAH) Heidi May, Nurse Director	PP 137-145
		<ul style="list-style-type: none"> a. Falls (137-139) b. Food, Fluids and Nutrition (140-142) c. Tissue Viability (143-145) d. Dementia (to follow) e. Documentation (to follow) 	
		The Committee is asked to note the updates.	
11.55	10	Assurance Map Ruth Daly, Board Secretary	
		The Committee is asked to note and comment on the assurance map, which highlights the assurance routes of the organisation and was recently agreed by the Audit Committee	
		*This is circulated as a separate Excel document due to its size.	
12.10	11	Health and Care (Staffing) (Scotland) Act update Stephen Loch, Lead Nurse for Workforce Planning on behalf of Heidi May, Nurse Director	PP 174-176
		The Committee is asked to:	
		<ul style="list-style-type: none"> • Note the progress made in preparing for Health & Care Staffing Act 2019 • Agree the recommended reporting structure. • Agree the recommendations contained in the update. 	
12.25- 12.35		REPORTING GROUP ANNUAL REPORTS	
	12	Area Drugs and Therapeutics Committee – Ian Rudd, Director of Pharmacy	PP 146-148
	13	Pregnancy, Newborn and Vision Screening Programmes – Sally Amor	PP 149-165

14 Cancer Quality and Improvement Group – Derick Macrae

15 Any Other Competent Business

16 Reporting to the Board

The Committee is asked to **consider** which items the Chair should report to the Board.

12.40 17 Close of meeting

18 Information Items

- **Reports on HSMR** (the latest publication is embargoed until 11 Feb 2020 and will be emailed separately early on morning of 12 February 2020)