

**NHS HIGHLAND  
 CLINICAL GOVERNANCE COMMITTEE**

**7 March 2024 at 9.00am**  
**Virtual Meeting Format (Microsoft Teams)**

- **All cameras should be turned on**
- **Use raise hand facility to discuss items – do not use MS Teams chat**

Distribution: 28 February 2024

**AGENDA**

Time	1.	Standing Items	
09.00-09.10	1.1	<b>Welcome and Apologies</b>	
	1.2	<b>Declarations of Interest</b> Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is financial or non-financial and include some information on its nature. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.	
	1.3	<b>Minute of Previous meeting Thursday, 18 January 2024, Rolling Action Plan and Committee Workplan 2023/2024</b>  <b>The Committee is asked to Approve</b> the Minute of the meeting of 18 January 2024, <b>Consider</b> actions arising therefrom and <b>Note</b> the updated rolling action plan and Committee Work Plan.	PP.1-18
09.10-09.20	1.4	<b>Matters Arising</b>  <b>SCI Gateway Referral Update</b> <b>C Copeland, Deputy Medical Director</b>  Members are advised that an update will come to the next meeting.	
	2.	<b>Service Updates</b>	
09.20-9.40		<b>2.1 NDAS Service Update</b> <b>Report by Tracey Gervaise, Head of Operations (Woman and Child)</b>  The Committee is asked to <b>Note</b> the report and accept <b>Limited</b> assurance.	PP.19-43
	3.	<b>Emerging Issues/Executive and Professional Leads Reports by Exception</b>	
9.40-9.50		Officers are requested to consider any matters requiring to be brought to the attention of Committee members or to be escalated from this Committee to NHS Board level.  <ul style="list-style-type: none"> <li>• <b>NHS Highland Financial Position 2024/2025</b> – Assessment of Potential Impact (including reference to Maternity Discussions with NHS Grampian) – Update by Dr Boyd Peters/Louise Bussell.</li> <li>• <b>HSMR Data Release</b> – Report by Dr Boyd Peters.</li> </ul>	PP.242-246

9.50-10.00	<b>4.</b>	<b>Patient Experience and Feedback Report by Leah Smith, Complaints Manager</b>	PP.44-48
		The Committee is asked to <b>Note</b> the report and accept <b>Moderate</b> assurance.	
10.00-10.15	<b>5.</b>	<b>Clinical Governance Quality and Performance Data Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director</b>	PP.229-241
		The Committee is asked to <b>Note</b> the report and accept <b>Moderate</b> assurance.	
	5.1	<b>IQR – Spotlight on Cancer Report by Leah Smith, Complaints Manager</b>	PP.122-128
		The Committee is asked to <b>Note</b> the report and accept <b>Moderate</b> assurance.	
10.15-10.30	<b>6.</b>	<b>Annual Delivery Plan</b>	
		Members are advised that all programmes are presently under review. A spotlight on Cancer Complaints and Performance has been provided under Item 5 on the agenda.	
10.30-11.00	<b>7.1</b>	<b>Operational Unit Reports by Exception and Emerging Issues with Minutes from Patient Quality and Safety Groups/Argyll and Bute Clinical and Care Governance Group Argyll and Bute HHSCP</b>	PP.49-69
		The Committee is asked to <b>Note</b> the report and accept <b>Moderate</b> assurance.	
	7.2	<b>Highland HSCP</b>	PP.129-147
		The Committee is asked to <b>Note</b> the report and accept <b>Moderate</b> assurance.	
	7.3	<b>Acute Services</b>	PP.70-77
		The Committee is asked to <b>Note</b> the circulated report and associated Minute and accept <b>Moderate</b> assurance.	
	7.4	<b>Infants Children and Young People’s Clinical Governance Group (plus Minute of Meeting held on 12 January 2024)</b>	PP.78-89
		The Committee is asked to <b>Note</b> the circulated report and associated Minute and accept <b>Moderate</b> assurance.	
		<b>Comfort Break</b>	
11.00-11.10	<b>8.</b>	<b>Infection Prevention and Control Report Report by Catherine Stokoe, Infection Control Manager</b>	PP.90-101
		The Committee is asked to <b>Note</b> the contents of the report and accept <b>Moderate</b> assurance.	
11.10-11.20	<b>9.1</b>	<b>Six Monthly Exception Reports Area Drugs and Therapeutics Committee Report by Sarah Buchan, Director of Pharmacy and Controlled Drugs</b>	PP.102-114
		The Committee is asked to <b>Note</b> the contents of the report and accept <b>Moderate</b> assurance.	
	9.2	<b>Clinical Risk at Strategic Level Report by Boyd Peters, Board Medical Director</b>	PP.148-151

		The Committee is asked to: <ul style="list-style-type: none"> <li>(a) Accept <b>moderate</b> assurance,</li> <li>(b) <b>Note</b> the content of the report</li> <li>(c) That the risk noted be appropriately <b>modified</b> and <b>added</b> to the risk register</li> <li>(d) <b>Consider</b> if further work is required to develop the noted risk so it is appropriately linked to relevant risk in the level two and level three registers.</li> </ul>	
	9.3	<b>Scottish Patient Safety Programme Report by Mirian Morrison, Clinical Governance Manager</b>  Members are advised that an update will come to the next meeting.	
	<b>10.</b>	<b>Public Health</b>	
11.20-11.30	10.1	<b>Vaccination Update Presentation by Tim Allison, Director of Public Health and Policy</b>	
	<b>11.</b>	<b>Committee Function and Administration</b>	
11.30-11.45	11.1	<b>Committee Annual Report 2023/2024 Report by Alasdair Christie, Committee Chair</b>  The Committee is asked to <b>Endorse</b> the Clinical Governance Committee Annual Report 2023-24.	PP.115-119
	11.2	<b>Committee Annual Work Plan 2024/2025 Report by Alasdair Christie, Committee Chair</b>  The Committee is asked to <b>note</b> and <b>agree</b> the Workplan for 2024-25.	PP.120-121
	<b>12.</b>	<b>Clinical Advisory Group Process Review Report by Paul Nairn on behalf of Boyd Peters, Medical Director</b>  The Committee is asked to: <ul style="list-style-type: none"> <li>(a) <b>note</b> the content of the report.</li> <li>(b) <b>approve</b> the completion of the Internal Audit review and implementation of the recommendations of the Clinical Advisory Group process and governance recommendations and</li> <li>(c) take <b>moderate assurance</b>.</li> </ul>	PP.152-228
	<b>13.</b>	<b>2024 Meeting Schedule</b>	
11.45-11.50		The Committee is asked to <b>Note</b> the remaining meeting schedule for 2024: <ul style="list-style-type: none"> <li>9 May 2024</li> <li>11 July 2024</li> <li>5 September 2024</li> <li>7 November 2024</li> </ul>	
11.50-11.55	<b>14.</b>	<b>Reporting to the NHS Board</b>  Matters being identified for escalation should be trailed by relevant Executives under Item 5 on the agenda.  The Committee is asked to <b>Consider</b> and <b>Identify</b> any matters requiring escalation to the NHS Board for consideration.	
11.55-12.00	<b>15.</b>	<b>Any Other Competent Business</b>	
		<b>Close of meeting</b>	

	<b>Clinical Governance Committee Membership</b>	
<b>Non-Executive Members (4x)</b>	Chair	Alasdair Christie
	Member	Dr Gaener Rodger
	Member	Joanne McCoy
	Member	Muriel Cockburn
<b>Area Clinical Forum Chair</b>	Member	Catriona Sinclair
<b>Staffside Representative</b>	Member	Elsbeth Caithness
<b>Independent Public Members (2x)</b>	Member	Liz Henderson
	Member	VACANT
<b>Board Medical Director</b>	Member/Lead Officer	Dr Boyd Peters
<b>Director of Public Health</b>	Member	Tim Allison
<b>Board Nurse Director</b>	Member	Louise Bussell
<b>Ex Officio</b>	Board Chair	Sarah Compton-Bishop
	Board Chief Executive	Pamela Dudek
<b>In attendance (Routinely Invited)</b>	Deputy Medical Directors	C Copeland
	Chief Officer (North)/Director of Community Services	Pamela Cremin
	Chief Officer (Argyll and Bute)	Evan Beswick
	Chief Officer (Acute)	Katherine Sutton
	Clinical Director of eHealth/Head of eHealth (Substitute)	Iain Ross
	Director of Pharmacy	Sarah Buchan
	Board Clinical Governance Manager	Mirian Morrison
	Clinical Governance Manager (Argyll and Bute)	Margo Howatson
	Contracted Services Representative (Highland Council)	Jane Park
	Associate Director (Allied Health Professionals)	Jo McBain
	Deputy Nurse Director	Kate Patience-Quate
	Associate Nurse Directors	
	Head of Midwifery	Isla Barton
	Director of Adult Social Care	Simon Steer
	Consultant Community Paediatrician	Stephanie Govenden
	Lead for Realistic Medicine	Kate Arrow