

**NHS HIGHLAND
 CLINICAL GOVERNANCE COMMITTEE**

2 November 2023 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: 26 October 2023

AGENDA

Time	1.	Standing Items	
09.00-09.10	1.1	Welcome and Apologies	
	1.2	Declarations of Interest 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	Minute of Previous meeting Thursday, 31 August 2023, Rolling Action Plan and Committee Workplan 2023/2024 The Committee is asked to Approve the Minute of the meeting of 31 August 2023, Consider actions arising therefrom and note the updated rolling action plan and Committee Work Plan.	PP.1-18
09.10-09.30	1.4	Matters Arising <ul style="list-style-type: none"> • Adult Social Care/Commissioned Services – Verbal Update (Simon) • SCI Gateway Referral Process – Report from C Copeland • Emergency Department Waiting Times – To be provided as part of Winter Preparedness Discussion (Item 7) • Staff Availability and Recruitment Process – Verbal Update (Gareth) 	PP.19-22
		The Committee is asked to Note the update(s) provided.	
	2.	Service Updates	
09.30-09.45	2.1	NDAS Service Update Report by Tracey Gervaise, Head of Operations (Women and Children's Directorate) on behalf of Katherine Sutton, Chief Officer (Acute)	PP.23-42
		The Committee is asked to Consider the report and take Limited assurance .	
	2.2	Research, Development, and Innovation Annual Report Report by B Sage, Director of Research Development & Innovation	PP.43-57
		The Committee is asked to Note the report and take Substantial assurance .	
09.45-10.00	3.	Emerging Issues/Executive and Professional Leads Reports by Exception 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.	

3.1		Audiology Services – National Review Update	
3.2		Engagement Framework Update - Care Opinion Learning Report by Marie McIlwraith on behalf of Gareth Adkins, Director of People and Culture The Committee is asked to Consider the report and take Moderate assurance .	PP.58-91
3.3		Safety in Maternity Services (Gap Analysis Activity on Ockenden Review) Report by Isla Barton, Director of Midwifery on behalf of Louise Bussell, Board Nurse Director The Committee is asked to Note the report content and Consider the levels of assurance offered.	PP.298-307
3.4		Review of Quality Update by Dr Boyd Peters, Board Medical Director There is circulated the NHS Highland Quality Commission Report.	PP.320-333
	4.	Patient Experience and Feedback	
10.00-10.10		Report by Leah Smith, Complaints Manager The Committee is asked to Note the report and take Moderate assurance .	PP.92-96
	5.	Clinical Governance Quality and Performance Data	
10.10-10.20		Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director The Committee is asked to Note the report and accept Moderate assurance .	PP.97-105
	6.	Annual Delivery Plan 2023/24	
10.20-10.35		Presentation by Lorraine Cowie, Head of Strategy and Transformation The Committee will be asked to Note the update content and take relevant assurance.	
	7.	NHS Highland Winter Preparedness 2023/2024	
		Report by Lorraine Cowie, Head of Strategy and Transformation The Committee is asked to Examine and Consider the evidence provided that specific actions are being put in place through the Winter Ready Action plan and accept Limited assurance.	PP.308-319
	8.	Operational Unit Reports by Exception and Emerging Issues with Minutes from Patient Quality and Safety Groups/Argyll and Bute Clinical and Care Governance Group	
10.35-10.50	8.1	Argyll and Bute HHSCP The Committee is asked to Note the report and accept Moderate assurance.	PP.106-115
	8.2	Highland HSCP The Committee is asked to Note the report and accept Moderate assurance.	PP.116-162
	8.3	Acute Services The Committee is asked to Note the report and accept Moderate assurance.	PP.163-172
	8.4	Infants Children and Young People’s Clinical Governance Group The Committee is asked to Note the information provided, Discuss the implications of the report and accept Moderate assurance.	PP.173-177
10.50-11.05		Comfort Break	

11.05-11.15	9.	Infection Prevention and Control Report Report by Catherine Stokoe, Infection Control Manager The Committee is asked to Note the contents of the report and accept Moderate assurance .	PP.178-189
11.15-11.30	10.	Six Monthly Exception Reports There are no matters for discussion in relation to this Item.	
11.30-11.40	11.	Public Health	
	11.1	Screening Services Update Report by Lynne Peat, Public Health Screening Programmes Manager on behalf of Tim Allison, Director of Public Health The Committee is asked to note and discuss the contents of the report and accept Moderate assurance that appropriate delivery and performance improvement arrangements are in place.	PP.190-281
	11.2	Vaccination Transformation Programme Update Report by Tim Allison, Director of Public Health The Committee is asked to Consider and Discuss the issues raised in the paper and accept Limited assurance.	PP. 282-287
	12.	Implementing the Blueprint for Good Governance Self-Assessment Findings Report by Ruth Daly, Board Secretary The Committee is asked to take Moderate assurance on the progress achieved with the Blueprint for Good Governance Improvement Plan actions.	PP.288-292
	13.	Review of Committee Terms of Reference Committee Chair/Board Secretary The Committee is asked to Review the current Terms of Reference documents and Agree any required changes.	PP.293-297
11.40-11.50	14.	2024 Meeting Schedule The Committee is asked to Note the meeting schedule for 2024: 18 January 2024 7 March 2024 9 May 2024 11 July 2024 5 September 2024 7 November 2024	
11.50-11.55	15.	Reporting to the NHS Board Matters being identified for escalation should be trailed by relevant Executives under Item 5 on the agenda. The Committee is asked to Consider and Identify any matters requiring escalation to the NHS Board for consideration.	
11.55-12.00	16.	Any Other Competent Business	
	17.	Close of meeting	
		For Information Only	

	Clinical Governance Committee Membership	
Non-Executive Members (4x)	Chair	Alasdair Christie
	Member	Dr Gaener Rodger
	Member	Joanne McCoy
	Member	Muriel Cockburn
Area Clinical Forum Chair	Member	Catriona Sinclair
Staffside Representative	Member	Elsbeth Caithness
Independent Public Members (2x)	Member	Emily Woolard
	Member	VACANT
Board Medical Director	Member/Lead Officer	Dr Boyd Peters
Director of Public Health	Member	Tim Allison
Board Nurse Director	Member	Louise Bussell
Ex Officio	Board Chair	Sarah Compton-Bishop
	Board Chief Executive	Pamela Dudek
In attendance (Routinely Invited)	Deputy Medical Directors	C Copeland
	Chief Officer (North)/Director of Community Services	Pamela Cremin
	Chief Officer (Argyll and Bute)	Fiona Davies
	Chief Officer (Acute)	Katherine Sutton
	Clinical Director of eHealth/Head of eHealth (Substitute)	Iain Ross
	Director of Pharmacy	Thomas Ross (Sub)
	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