

Date of Issue: 27 October 2022

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NHS BOARD CLINICAL GOVERNANCE COMMITTEE AGENDA

3 November 2022 at 9.00am
Microsoft Teams

9.00 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.

9.05 2 Minute of Meeting on 1 September 2022, Associated Action Plan and Committee Work Plan

(PP)

The Committee is asked to:

- **Approve** the minute.
- **Consider** actions arising therefrom.
- **Note** the updated Work Plan.

9.10 2.1 Matters Arising

The Committee is asked to Note the update(s) provided.

9.15 3 Patient Experience and Feedback Report by Leah Smith, Complaints Manager

The Committee is asked to Note the feedback provided.

9.20 4 NHS Highland Draft Engagement Framework Report by Ruth Fry, Head of Communications and Engagement

Assurance Level Proposed – Substantial

The Committee is asked to Discuss and Endorse the draft Engagement Framework.

**9.30 5 Clinical Governance Quality and Performance Data
Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director**

The Committee will be asked to Review and Discuss relevant performance outcomes and future reporting requirements.

9.45 6 Annual Delivery Plan

**6.1 Introduction and Outline of General Committee Expectations
Presentation by Lorraine Cowie on behalf of Dr Boyd Peters, Medical Director**

**6.2 Start Well
Report and Presentation by K King, Associate Director of Midwifery**

Assurance Level Proposed – Moderate

The Committee is asked to Consider relevant presentation content and circulated report.

9.50 7 Public Health

7.1 Public Health Update - Report by Tim Allison, Director of Public Health

Assurance Level Proposed - Moderate

7.2 Screening Services Activity - Report by Tim Allison???, Director of Public Health

Assurance Level Proposed – Moderate

The Committee is asked to Note the position and take Assurance on the work to ensure appropriate delivery/performance improvements arrangements are in place.

10.00 8 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.

Execs/Professional Leads to highlight any emerging issues or matters of note for members. Please consider what you are looking for from the Committee.

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

10.10 9 Operational Unit Reports by Exception and Emerging Issues with Minutes from Patient Quality and Safety Groups/Argyll and Bute Clinical and Care Governance Group

9.1 Argyll and Bute HHSCP

Assurance Level Proposed – Moderate

9.2 Highland HSCP (PP)

Assurance Level Proposed – Substantial

9.3 Acute Services (PP)

Assurance Level Proposed - Moderate

9.4 Infants Children and Young People's Clinical Governance Group

Assurance Level Proposed – Moderate

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

10.30 10 Clinical Governance Committee Risk Register Report by Tim Allison, Director of Public Health (PP)

Assurance Level Proposed - Moderate

The Committee is asked to Agree respective Risk Levels be retained as High.

Comfort Break (10 mins)

10.45 11 Infection Prevention and Control Report and Annual Work Plan 2022/2023 Report by Vanda Plecko and Catherine Stokoe on behalf of Heidi May, Board Nurse Director (PP)

Assurance Level Proposed - Substantial

The Committee is asked to Consider the content of the circulated report.

10.55 12 Scottish Public Services Ombudsman (SPSO) Report Report by Mirian Morrison, Head of Clinical Governance

Assurance Level Proposed - Moderate

The Committee is asked to Agree to take assurance in relation to compliance with legislation, Policy and Board Objectives.

11.15 13 Unfilled Shifts Internal Audit Review Update by H May, Board Nurse Director on behalf of Dr Boyd Peters, Board Medical Director

Assurance Level Proposed - Moderate

The Committee is asked to Agree:

- The results of the internal audit report are shared with the Chief Officers, Deputy Medical, Associate Nurse, Midwifery and AHP Directors for further review and consideration within their operational area senior leadership teams.
- The NHS clinical lead for Health and Care staffing shares the methodology used by the internal auditors within this review with HIS as part of the learning network in

development of national common staffing methodology development.

- The Director of People & Culture as executive lead for workforce and Health & Care Staffing legislation take ownership/oversight of the actions in the People and Culture Programme Board and further considers the report as part of this Programme Board.

11.30 14 SIX MONTHLY EXCEPTION REPORTS

**14.1 Health and Safety Committee
Report by Fiona Hogg, Director of People and Culture (To Follow)**

Assurance Level Proposed - TBC

The Committee is asked to Consider the content of the circulated report.

**11.50 15 SAER Review Audit
Report by Mirian Morrison, Head of Clinical Governance**

Assurance Level Proposed - Substantial

The Committee is asked to Agree to take assurance in relation to compliance with legislation, Policy and Board Objectives.

11.55 16 Any Other Competent Business

12.00 17 Reporting to the NHS Board

The Committee is asked to Consider and Identify any matters requiring escalation to the NHS Board for consideration.

12.05 18 2023 Meeting Schedule

The Committee is asked to **Note** the following meeting Schedule for 2023:

- 12 January 2023
- 2 March 2023
- 27 April 2023
- 29 June 2023
- 31 August 2023
- 2 November 2023

Close of Meeting

For Information Only