

**NHS HIGHLAND
 CLINICAL GOVERNANCE COMMITTEE**

31 August 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: 23 August 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 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.	
	1.3	Minute of Previous meeting Thursday, 22 June 2023 and Workplan The Committee is asked to Approve the Minute of the meeting of 22 June 2023, Consider actions arising therefrom and note the updated work plan.	PP.1-15
09.10-09.30	1.4	Matters Arising <ul style="list-style-type: none"> • Adult Social Care/Commissioned Services At the last meeting it was agreed wider clinical assurance and care governance aspects be discussed by the Executive Directors Group and updates be brought back to the next meeting. • Complaints Activity (Mirian/Leah) At the last meeting it was agreed a detailed update on Complaints processes be brought to this meeting. Existing dashboard measures were to be reviewed ahead of the next meeting. A complaints performance update is also required. • Dentistry State of Play and Impact on Acute Services A verbal update will be provided to the Committee. • Revised Health and Safety Policy At the last meeting it was agreed an update report on the revised Health and Safety Policy be submitted to the next meeting. 	<i>To Follow</i> PP.16-23 PP.24-96
		The Committee is asked to Note the update(s) provided.	
	2.	Service Updates	
09.30-09.45		2.1 Oncology Service position – Medical Director	<i>To Follow</i>
		2.2 Nurse Director A verbal update will be provided to the Committee.	

	3.	Emerging Issues/Executive and Professional Leads Reports by Exception	
09.45-10.00		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		NDAS Service – Medical Director The Committee is asked to note the update and to consider the challenges.	PP.97-98
3.2		Safe Delivery of Care Inspections and Implications for Care Assurance in NHS – Louise Bussell, Nurse Director The Committee is asked to note the report, to consider the recommendations to create one central group for quality, infection control and care assurance to support a standard approach to assurance and governance, and accept limited assurance .	PP.329-334
3.3		Update on Scottish Public Service Ombudsman – Mirian Morrison, Clinical Governance & Development Manager The Committee is asked to note the report and accept moderate assurance .	PP.99-103
3.4		NHS Highland Complaints Annual Report The Committee is asked to note the report and accept substantial assurance .	PP.104-132
3.5		Duty of Candour Annual Report 2022/2023 – Clinical Governance Team The Committee is asked to note the report and accept moderate assurance .	PP.133-140
3.6		Realistic Medicine Annual Update 2022/2023 – Kate Arrow The Committee is asked to note the report and accept moderate assurance .	PP.140-218
	4.	Patient Experience and Feedback	
10.00-10.10		Report by Leah Smith, Complaints Manager The Committee is asked to note the report.	PP.219-223
	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.320-328
	6.	Annual Delivery Plan 2023/24	
10.20-10.35		Report by Lorraine Cowie, Head of Strategy and Transformation This item will come to the November Committee Meeting	
	7.	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	7.1	Argyll and Bute HHSCP The Committee is asked to note the information provided.	PP.224-230
	7.2	Highland HSCP The Committee is asked to note the report and accept moderate assurance	PP.231-244
	7.3	Acute Services The Committee is asked to note the report accept moderate assurance	PP.245-252
	7.4	Infants Children and Young People’s Clinical Governance Group The Committee is asked to note the information provided and discuss the implications of the report and accept limited assurance .	PP.253-271

10.50-11.05		Comfort Break	
	8.	Infection Prevention and Control Report	
11.05-11.15		Report by Catherine Stokoe, Infection Control Manager The Committee is asked to note the contents of the report and accept moderate assurance .	PP.272-283
	9.	Six Monthly Exception Reports	
11.15-11.30		9.1 Information Assurance Group The Committee is asked to note the report and accept substantial assurance.	PP.331-352
		9.2 Organ and Tissue Donation Committee The Committee is asked to note the report and accept substantial assurance.	PP.335-356
		9.3 Maternity Services – I Barton The Committee is asked to note the report and discuss the workforce position and accept substantial assurance regarding engagement with National workstreams and reporting, and to accept limited assurance regarding the workforce risk..	PP.288-295
	10.	Public Health	
11.30-11.40		10.1 Health Improvement Update The Committee is asked to note and discuss progress with this work and accept moderate assurance.	PP.296-304
	11.	2024 Meeting Schedule	
11.40-11.50		The Committee is asked to Note and Agree 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	12.	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	13.	Any Other Competent Business	
	14.	2023 Meeting Schedule The Committee is asked to Note the remaining meeting Schedule for 2023: 02 November 2023	
	15.	Close of meeting	
		For Information Only	
		Research, Development and Innovation Annual Report – Beth Sage The Committee is asked to note the report.	PP.305-319