

**NHS HIGHLAND  
 CLINICAL GOVERNANCE COMMITTEE**

**18 January 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: 10 January 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, 2 November 2023, Rolling Action Plan and Committee Workplan 2023/2024</b> <b>The Committee is asked to Approve</b> the Minute of the meeting of 02 November 2023, <b>Consider</b> actions arising therefrom and <b>Note</b> the updated rolling action plan and Committee Work Plan.	PP.1-19
09.10-09.20	1.4	<b>Matters Arising</b>  <b>NDAS Service – Verbal Update by Tracey Gervaise, Head of Operations (Woman and Child)</b>  The Committee is asked to <b>Note</b> the update(s) provided.	
	2.	<b>Service Updates</b>	
09.20-9.40		<b>2.1 SCI Gateway Referral Update Process</b> <b>Update by C Copeland, Deputy Medical Director</b>  The Committee is asked to <b>Note</b> the content of the circulated report, as previously submitted to the recent HSCP Senior Leadership Team meeting and take <b>Substantial</b> assurance.  <b>2.2 Staff Availability and Recruitment Process</b>  Members are advised a formal update in relation to this matter will be presented to the May 2024 meeting.	PP.20-25
9.40-9.50	3.	<b>Emerging Issues/Executive and Professional Leads Reports by Exception</b> 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.  • <b>Policy for Controlled Documents (B Peters)</b>	

		<ul style="list-style-type: none"> <li><b>Vascular Service Update – Report by Dr B Peters, Board Medical Director (attached)</b></li> </ul> <p>The Committee is asked to <b>Note</b> the contents of the report by Prof Stonebridge, the intention to consider and enact recommendations therein, and take <b>Limited</b> assurance.</p> <ul style="list-style-type: none"> <li><b>Joint Inspection for Adult Support and Protection – Verbal Update by Louise Bussell, Board Nursing Director and Isla Barton, Director of Midwifery</b></li> </ul>	PP.26-50
	3.1	<b>Audiology Services – National Review Update Report by Donna Corrigan, Snr Operational Manager/K Sutton, Chief Officer (Acute)</b>	PP.51-63
	3.2	<b>Update on Cancer Services K Sutton, Chief Officer (Acute)/D MacRae, Service Manager</b>	PP.64-70
		The Committee is asked to <b>Note</b> the work of the Cancer Strategy Board, chaired by the Medical Director which is undertaking an Options Appraisal to maintain a Cancer Centre which will continue to provide for a locally delivered but remotely managed service in the years to come and accept <b>Limited</b> assurance.	
9.50-10.00	<b>4.</b>	<b>Patient Experience and Feedback Report by Leah Smith, Complaints Manager</b>	PP.71-75
		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.76-85
		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 2023/24 Presentation by Lorraine Cowie, Head of Strategy and Transformation</b>	
10.30-11.00	<b>7.</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</b>	
	7.1	<b>Argyll and Bute HHSCP</b>	PP.86-95
		The Committee is asked to <b>Note</b> the report and accept <b>Moderate</b> assurance.	
	7.2	<b>Highland HSCP</b>	PP.96-110
		The Committee is asked to <b>Note</b> the report and accept <b>Moderate</b> assurance.	
	7.3	<b>Acute Services</b>	
		<b>7.3.1 Exception Report</b>	PP.111-135
		The Committee is asked to <b>Note</b> the circulated report and associated Minute and accept <b>Moderate</b> assurance.	
		<b>7.3.2 Clinical Risk and Impact on Professionals</b>	PP.136-141
		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 – Minute of Meeting held on 5 December 2023</b>	PP.142-150
		The Committee is asked to <b>Note</b> the circulated draft Minute.	
		<b>Comfort Break</b>	
11.00-11.10	8.	<b>Infection Prevention and Control Report</b> <b>Report by Catherine Stokoe, Infection Control Manager</b> The Committee is asked to <b>Note</b> the contents of the report and accept <b>Moderate</b> assurance.	PP.151-162
11.10-11.30	9.	<b>Six Monthly Exception Reports</b>	
	9.1	<b>Public Protection Reporting</b> <b>Verbal Update by Louise Bussell, Board Nursing Director</b>	
	9.2	<b>Hospital Transfusion Committee – Minute of Meeting on 7 November 2023</b>  The Committee is asked to <b>Note</b> the circulated draft Minute.	PP.163-167
	9.3	<b>Health and Safety Committee</b> <b>Verbal Update by Gareth Adkins, Director of People and Culture</b>	
	9.4	<b>Information Assurance Group</b>  The Committee is asked to <b>Note</b> the contents of the report and take <b>Substantial</b> assurance.	PP.168-176
	9.5	<b>Risk Register</b>	
11.30-11.40	10.	<b>Public Health</b>	
	10.1	<b>Health Intelligence and Support for Health Services</b> <b>Report by Tim Allison, Director of Public Health</b> The Committee is asked to <b>note</b> and <b>discuss</b> the contents of the report and accept <b>Substantial</b> assurance that appropriate delivery and performance improvement arrangements are in place.	PP.177-239
	10.2	<b>Vaccination Transformation Programme Update</b> <b>Verbal Update by Tim Allison, Director of Public Health</b>	
11.40-11.50	11.	<b>2024 Meeting Schedule</b> The Committee is asked to <b>Note</b> the remaining meeting schedule for 2024:  7 March 2024 9 May 2024 11 July 2024 5 September 2024 7 November 2024	
11.50-11.55	12.	<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	13.	<b>Any Other Competent Business</b>	
	14.	<b>Close of meeting</b>	
		<b>For Information Only</b>	

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	<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)	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