

**NHS HIGHLAND  
CLINICAL GOVERNANCE COMMITTEE**

**6 March 2025 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 February 2025

**AGENDA**

Time	1.	Standing Items	
09.00-09.05	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, 9 January 2025, Rolling Action Plan and Committee Workplan 2024/2025</b>  The Committee is asked to <b>Approve</b> the Minute of the meeting of 09 January 2025, <b>Consider</b> actions arising therefrom and <b>Note</b> the updated rolling action plan and Committee Work Plan.	PP.1-9 & Excel Sheet
09.05-09.10	1.4	<b>Matters Arising</b>  • <b>NDAS Service Update – Verbal Update by Katherine Sutton</b>	
	2.	<b>Service Updates</b>	
09.10-9.25	2.1	<b>Primary Care Workforce Survey:</b> Verbal Update with Additional Detail contained in the Committee Action Plan – Pam Stott	Verbal Update & Action Plan
	3.	<b>Emerging Issues/Executive and Professional Leads Reports by Exception</b>	
9.25-9.30		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>Health &amp; Care Staffing Act – Year End Report – Brydie Thatcher on behalf of Gareth Adkins</b>  The Committee is asked to <b>Note</b> the content of the report.	PP.10-29 & Excel Sheets
	4.	<b>Patient Experience and Feedback – Complaints Case Studies</b>	
9.30-9.40		<b>Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director</b>  The Committee is asked to <b>Note</b> the content of the report and take <b>Moderate Assurance</b> .	PP.30-34

9.40-9.50	5.	<b>Clinical Governance Quality and Performance Data</b> <b>Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director</b>	PP.289-300
		The Committee is asked to <b>Note</b> the content of the report and take <b>Moderate Assurance</b> .	
	6.	<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>	
9.50-10.00	6.1	<b>Argyll and Bute HSCP</b> <b>Report by Evan Beswick, Chief Officer</b>	PP.35-47
		The Committee is asked to <b>Note</b> the content of the report and take <b>Limited Assurance</b> .	
	6.2	<b>Highland Health and Social Care Partnership</b> <b>Report by Claire Copeland on behalf of Pamela Stott, Chief Officer (HSCP)</b>	PP.301-314
		The Committee is asked to <b>Note</b> the content of the report and take <b>Moderate Assurance</b> .	
	6.3	<b>Acute Services</b> <b>Report by Evelyn Gray and Elaine Henry on behalf of Katherine Sutton, Chief Officer Acute Services</b>	PP.138-288
		The Committee is asked to <b>Note</b> the content of the report and take <b>Moderate Assurance</b> .	
	6.4	<b>Infants, Children and Young People's Clinical Governance Group</b> <b>Report by Louise Bussell, Board Nurse Director</b>	PP.48-71
		The Committee is asked to <b>Note</b> the content of the report and take <b>Limited Assurance</b> .	
		<b>Comfort Break – 15 minutes</b>	
10.15-10.25	7.	<b>Infection Prevention and Control Report</b> <b>Report by Catherine Stokoe, Infection Control Manager on behalf of Louise Bussell, Board Nurse Director</b>	PP.72-82
		The Committee is asked to <b>Note</b> the content of the report and:	
		<ul style="list-style-type: none"> <li>Take <b>Substantial Assurance</b> that the Infection Prevention and Control team are engaging with national workstreams and reporting to NHS Highland outcome data in relation to strategic delivery plans and mandated requirements and,</li> <li>Take <b>Moderate Assurance</b> that the Infection Prevention and Control team have the appropriate workforce to deliver service in line with National Infection Prevention and Control manual and NHS Highland expectations and,</li> <li>Take <b>Substantial Assurance</b> that there is an Infection Prevention and Control governance structure in place which regularly captures, examines and reports on data ensuring accurate understanding, monitoring and control of known infections across NHS Highland.</li> </ul>	

	<b>8.</b>	<b>Area Drugs and Therapeutics Committee - 6 Monthly Update by Exception</b>	
10.25-10.35		<b>Report by Sarah Buchan, Director of Pharmacy</b>  The Committee is asked to <b>Note</b> the content of the report and take <b>Moderate assurance</b> .	PP.315-319
	<b>9.</b>	<b>Highland Transfusion Committee – 6 Monthly update by Exception</b>	
10.35-10.45		<b>Report by Fiona Gunn, HTC Committee Chair</b>  The Committee is asked to <b>Note</b> the content of the report and take <b>Substantial Assurance</b> .	PP.83-103
	<b>10.</b>	<b>Engagement Framework - 6 Monthly Update</b>	
10.45-10.55		<b>Report by Ruth Fry, Head of Communications and Engagement</b>  The Committee is asked to <b>Note</b> the content of the report and take <b>Moderate assurance</b> .	PP.104-126
	<b>11.</b>	<b>Pharmacy Services Annual Report and Strategic Plan</b>	
10.55-11.05		<b>Report by Sarah Buchan, Director of Pharmacy</b>  The Committee is advised this item will come to the next meeting.	<i>Deferred to Next Meeting</i>
	<b>12.</b>	<b>Risk Register – Clinical Risk and Way Forward</b>	
11.05-11.15		<b>Report by Boyd Peters, Medical Director</b>	<b>To Follow</b>
	<b>13.</b>	<b>Public Health – Vaccination Update</b>	
11.15-11.25		<b>Report by Tim Allison, Director of Public Health</b>	PP.132-137
	<b>14.</b>	<b>Draft Clinical Governance Committee Annual Report 2024/25</b>	
11.25-11.35		<b>Report by Board Secretary on behalf of Committee Chair</b>  The Committee is asked to <b>discuss</b> and <b>agree</b> the report	PP.127-131
	<b>15.</b>	<b>Draft Committee Work Plan 2025/26</b>	
11.35-11.45		<b>Update by Committee Chair</b>  The Committee is asked <b>Agree</b> the Workplan for 2025/26	Excel Sheet
	<b>16.</b>	<b>Committee Self-Assessment Outcomes</b>	
11.45-11.50		<b>Update by Committee Chair</b>  The Committee is asked to <b>note</b> the content of the Self-Assessment Exercise Spreadsheet and <b>discuss</b> the results.	Excel Sheet
11.50-11.55	<b>17.</b>	<b>Calendar of Meeting Dates 2025/26, 2026/27 and Date of Next Meeting</b>	
		1 May 2025 3 July 2025 4 September 2025 6 November 2025 8 January 2026 5 March 2026 7 May 2026 2 July 2026 3 September 2026 5 November 2026 7 January 2027 4 March 2027	

11.55	<b>18. Reporting to the NHS Board</b>	
	The Committee is asked to <b>Consider</b> and <b>Identify</b> any matters requiring escalation to the NHS Board for consideration.	
	<b>19. Any Other Competent Business</b>	
12.00	<b>Close of meeting</b>	

	<b>Clinical Governance Committee Membership</b>	
<b>Non-Executive Members (4x)</b>	Chair	Karen Leach
	Member	Alasdair Christie
	Member	Joanne McCoy (Vice Chair)
	Member	Muriel Cockburn
<b>Area Clinical Forum Chair</b>	Member	Catriona Sinclair
<b>Staffside Representative</b>	Member	Elspeth 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	Fiona Davies
<b>In attendance (Routinely Invited)</b>	Deputy Medical Directors	C Copeland (Community) Elaine Henry (Acute)
	Chief Officer (North)/Director of Community Services	Pamela Stott
	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)	Leah Smith
	Contracted Services Representative (Highland Council) (Head of Service)	Jane Park
	Director (Allied Health Professionals)	Jo McBain
	Deputy Nurse Director	Kate Patience-Quate
	Associate Nurse Directors	
	Director of Midwifery	Isla Barton
	Director of Adult Social Care	Simon Steer
	Consultant Community Paediatrician	Stephanie Govenden