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NHS Highland
na Gàidhealtachd

NHS HIGHLAND
CLINICAL GOVERNANCE COMMITTEE

1 May 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: 23 April 2025

AGENDA

Time	1.	Standing Items	
09.00-09.05	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, 6 March 2025, Rolling Action Plan and Committee Workplan 2025/2026** The Committee is asked to **Approve** the Minute of the meeting of 09 January 2025, **Consider** actions arising therefrom and **Note** the updated rolling action plan and Committee Work Plan.	PP.1-15
09.05-09.10	1.4	**Matters Arising** • **NDAS Service – Report by Katherine Sutton, Chief Officer (Acute)** The Committee is asked to **Consider** the report content, consider the requested associated recommendations, and take **Limited** assurance. • **Vascular Services Update – B Peters**	PP.102-118
	2.	**Service Updates**	
09.10-9.25	2.1	**Primary Care Workforce Survey Update** – Pam Stott	
	2.2	**Adult Social Care/Commissioned Services Update** – Pam Stott	
	2.3	**Women's Services (incl. Maternity Services) Six Monthly Update Report by Isla Barton, Director of Midwifery (attached)** The Committee is asked to **Consider** the report content and further **Consider** the associated levels of assurance proposed.	PP.16-27
	2.4	**Long Wait Performance Report (attached)** – Kristin Gillies The Committee is asked to **Consider** the circulated report content.	PP.28-45

	3.	**Emerging Issues/Executive and Professional Leads Reports by Exception**	
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. • Highland Care at Home Service	
	4.	**Patient Experience and Feedback – Complaints Case Studies**	
9.30-9.40		**Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director (attached)** The Committee is asked to **Consider** the report content and take **Moderate** assurance.	PP.46-50
	5.	**Clinical Governance Quality and Performance Data**	
9.40-9.50		**Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director (attached)** The Committee is asked to **Consider** the report content and take **Moderate** assurance.	PP.296-305
	6.	**Operational Unit Reports by Exception and Emerging Issues with Minutes from Patient Quality and Safety Groups/Argyll and Bute Clinical and Care Governance Group**	
9.50-10.00	6.1	**Argyll and Bute HSCP** **Report by Evan Beswick, Chief Officer (attached)** The Committee is asked to **Consider** the report content and take **Moderate** assurance.	PP.51-58
	6.2	**Highland Health and Social Care Partnership** **Report by Claire Copeland on behalf of Pamela Stott, Chief Officer (HSCP) (attached)** The Committee is asked to **Consider** the report content and take **Moderate** assurance.	PP.216-222
	6.3	**Acute Services** **Report by Evelyn Gray and Elaine Henry on behalf of Katherine Sutton, Chief Officer Acute Services (attached)** The Committee is asked to **Consider** the report content and take **Moderate** assurance.	PP.119-209
	6.4	**Infants, Children and Young People's Clinical Governance Group** **Report by Dr Stephanie Govenden on behalf of Louise Bussell, Board Nurse Director (attached)** The Committee is asked to **Consider** the report content and take **Moderate** assurance.	PP.59-67
		Comfort Break – 15 minutes	
	7.	**Infection Prevention and Control Report**	
10.15-10.25		**Report by Catherine Stokoe, Infection Control Manager on behalf of Louise Bussell, Board Nurse Director (attached)** The Committee is asked to **Consider** the report content and further **Consider** the associated levels of assurance proposed.	PP.68-91

	8.	**Health and Safety Committee - 6 Monthly Update**	
10.25-10.35		**Report by Gareth Adkins, Director of People and Culture (attached)** The Committee is asked to **Note**, support and comment where relevant on the ongoing work of the Health and Safety Committee and **Consider** the proposed levels of assurance being recommended.	PP.223-290
	9.	**Radiation Committee Annual Report 2024/2025**	
10.35-10.45		**Report by Peter Cook, Head of Medical Physics & Bio-Engineering and Radiation Policy Lead (attached)** The Committee is asked to **Consider** the report content and take **Moderate** assurance.	PP.92-101
	10.	**Pharmacy Services Annual Report and Strategic Plan**	
10.55-11.05		**Report by Sarah Buchan, Director of Pharmacy** Members are advised consideration of this Item has been deferred to the July 2025 meeting.	N/A
	11.	**Risk Register – Clinical Risk and Way Forward**	
11.05-11.15		**Report by Boyd Peters, Medical Director (attached)** The Committee is asked to **Consider** the report content, Approve the addition of two risks to the Committee Risk Register and take **Limited** assurance.	PP.291-295
	12.	**Public Health Update**	
11.15-11.25		**Report by Tim Allison, Director of Public Health (attached)** The Committee is asked to **Consider** the report content and take **Substantial** assurance.	PP.210-215
	13.	**Committee Self-Assessment Outcomes**	
11.45-11.50		**Update by Committee Chair** The Committee is asked to **note** the content of the Self-Assessment Exercise Spreadsheet and **discuss** the results.	Excel Sheet
11.50-11.55	**14.**	**Calendar of Meeting Dates 2025/26, 2026/27 and Date of Next Meeting**	
		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	**15.**	**Reporting to the NHS Board**	
		The Committee is asked to **Consider** and **Identify** any matters requiring escalation to the NHS Board for consideration.	
	16.	**Any Other Competent Business**	
12.00		**Close of meeting**	

	Clinical Governance Committee Membership	
Non-Executive Members (4x)	Chair	Karen Leach
	Member	Alasdair Christie
	Member	Joanne McCoy (Vice Chair)
	Member	Muriel Cockburn
Area Clinical Forum Chair	Member	Catriona Sinclair
Staffside Representative	Member	Dawn MacDonald
Independent Public Members (2x)	Member	Liz Henderson
	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	Fiona Davies
In attendance (Routinely Invited)	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