

**NHS HIGHLAND
CLINICAL GOVERNANCE COMMITTEE**

3 July 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 June 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, 1 May 2025, Rolling Action Plan and Committee Workplan 2025/2026 (attached) 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.1-16
09.05-09.20	1.4	Matters Arising • NDAS Service Executive Summary Document (attached) • Vascular Services Update (B Peters)	PP.17-39
	2.	Service Updates	
09.20-9.45	2.1	Primary Care Workforce Survey Update – Arlene Johnstone	
	2.2	Adult Social Care/Commissioned Services Update – Arlene Johnstone	
	2.3	Revised Radiation Safety Committee Annual Report 2024 Report by Peter Cook, Head of Medical Physics and Bio-Engineering (attached) The Committee is asked to Consider the report content and take Moderate assurance.	PP.40-49
9.45-10.00	3.	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.	
	4.	Patient Experience and Feedback – Complaints Case Studies	
10.00-10.10		Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director (attached)	PP.50-58

		The Committee is asked to Consider the report content and take Moderate assurance.	
	5.	Clinical Governance Quality and Performance Data	
10.10-10.25		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.148-195
	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	
10.25-10.55	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.59-67
	6.2	Highland Health and Social Care Partnership Report by Claire Copeland on behalf of Arlene Johnstone, Chief Officer (HSCP) (attached) The Committee is asked to Consider the report content and take Moderate assurance.	PP.261-275
	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.68-115
	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.116-125
		Comfort Break – 15 minutes	
	7.	Infection Prevention and Control	
10.55-11.10	7.1	Infection Prevention and Control Report and Control of Infection Committee Annual Report 2024-25 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.126-147
	8.	Annual Delivery Plan Update	
11.10-11.25		Report by Bryan McKellar, Whole System Transformation Manager on behalf of Kristin Gillies, Interim Head of Strategy and Transformation (attached) The Committee is asked to Consider the report content and take Substantial assurance.	PP.196-223

	9.	Six Monthly Updates by Exception	
11.25-11.45		Area Drugs and Therapeutics Committee (attached) The Committee is asked to Consider the report content and take Moderate assurance.	PP.224-228
		Information Assurance Group (attached) The Committee is asked to Consider the report content and take Substantial assurance.	PP.229-246
	10.	Pharmacy Services Strategic Plan 2025-2030	
11.35-11.50		Report by Sarah Buchan, Director of Pharmacy (attached) The Committee is asked to Consider the circulated report content.	PP.247-260
11.50-11.55	11.	Calendar of Meeting Dates 2025/26, 2026/27 and Date of Next Meeting	
		4 September 2025 6 November 2025 15 January 2026 5 March 2026 7 May 2026 2 July 2026 3 September 2026 5 November 2026 14 January 2027 4 March 2027	
11.55	12.	Reporting to the NHS Board	
		The Committee is asked to Consider and Identify any matters requiring escalation to the NHS Board for consideration.	
	13.	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	Jennifer Davies
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