

**NHS HIGHLAND  
CLINICAL GOVERNANCE COMMITTEE**

**9 January 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: 6 January 2025

**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, 7 November 2024, Rolling Action Plan and Committee Workplan 2024/2025 (attached)</b>  <b>The Committee is asked to Approve</b> the Minute of the meeting of 07 November 2024, <b>Consider</b> actions arising therefrom and <b>Note</b> the updated rolling action plan and Committee Work Plan.	<b>PP.1-15</b>
09.10-09.20	1.4	<b>Matters Arising</b>	
	2.	<b>Service Updates</b>	
09.20-9.40	2.1	<b>Vascular Services Update – Boyd Peters</b>	
	2.2	<b>Update on New Craigs Activity</b>	
	2.3	<b>Public Protection Reporting – Verbal Update by Tim Allison</b>	
	3.	<b>Emerging Issues/Executive and Professional Leads Reports by Exception</b>	
9.40-9.50		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.  ● Introduction of InPhase System in NHS Highland – Boyd Peters	
	4.	<b>Patient Experience and Feedback</b>	
9.50-10.00		<b>Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director (attached)</b>  The Committee is asked to <b>Note</b> the report and take <b>Moderate</b> assurance.	<b>PP.16-20</b>
	5.	<b>Clinical Governance Quality and Performance Data</b>	
10.00-10.15	5.1	<b>Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director (attached)</b>	<b>PP.21-29</b>

		The Committee is asked to <b>Consider</b> the report content and take <b>Moderate</b> assurance.	
10.15-10.25	6.1	<b>6. Annual Delivery Plan Outcomes/General Update</b> <b>Report by Bryan McKellar on behalf of Boyd Peters, Board Medical Director (attached)</b>  The Committee is asked to <b>Note</b> the report content and take <b>Moderate</b> assurance.	PP.30-152
10.25-10.45	7.1	<b>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</b>  <b>Argyll and Bute HSCP</b> <b>Report by Evan Beswick, Chief Officer</b>	Item Deferred
	7.2	<b>Highland Health and Social Care Partnership – Minute of Meeting of Clinical Care and Governance Group held on 5 December 2024 (attached)</b>  The Committee is asked to <b>Note</b> the report content and circulated Minute and take <b>Moderate</b> assurance.	PP.153-167
	7.3	<b>Acute Services</b> <b>Report by Evelyn Gray and Elaine Henry on behalf of Katherine Sutton, Chief Officer Acute Services (attached)</b>  <b>Members are advised this report contains updates in relation to Cancer Services, NDAS Service and CAMHS.</b>  The Committee is asked to <b>Note</b> the report content and associated Appendices, and take <b>Moderate</b> assurance	PP.168-289
	7.4	<b>Infants, Children and Young People’s Clinical Governance Group</b> <b>Report by Louise Bussell, Board Nurse Director (attached)</b>  The Committee is asked to <b>Note</b> the report content and Appendices and take <b>Moderate</b> assurance.	PP.290-303
		<b>Comfort Break</b>	
10.45-10.55	8.	<b>8. Infection Prevention and Control Report and 6 Monthly Work Plan Update</b> <b>Report by Catherine Stokoe, Infection Control Manager on behalf of Louise Bussell, Board Nurse Director (attached)</b>  The Committee is asked to <b>Consider</b> the report content, levels of assurance provided and take <b>Substantial</b> assurance.	PP.304-316
10.55-11.00	9.	<b>9. Transfusion Committee - 6 Monthly Update by Exception</b> <b>Report by Fiona Gunn, Committee Chair</b>	Item Deferred
11.00-11.20	10.	<b>10. Information Assurance Group – 6 Monthly Update by Exception</b> <b>Report by Iain Ross, Head of eHealth (attached)</b>  The Committee is asked to <b>Consider</b> the reported position and take <b>Substantial</b> assurance.	PP.317-332
11.20-11.35	11.	<b>11. Risk Register – Way Forward</b> <b>Report by Boyd Peters, Medical Director</b>	Item Deferred

	<b>12.</b>	<b>Public Health</b>	
11.35-11.50		<b>12.1 Health Intelligence and Support for Health Services Update Report by Tim Allison, Director of Public Health (attached)</b>	<b>PP.333-338</b>
		The Committee is asked to <b>Consider</b> the report and take <b>Substantial</b> assurance.	
	<b>13.</b>	<b>Annual Review of Committee Terms of Reference</b>	
		<b>Report by Ruth Daly, Board Secretary on behalf of Gareth Adkins, Director of People and Culture (attached)</b>	<b>PP.339-346</b>
		The Committee is asked to <b>Consider</b> the circulated report content, <b>Agree</b> any required changes and take <b>Substantial</b> assurance.	
	<b>14.</b>	<b>Calendar of Meeting Dates 2025/26, 2026/27 and Date of Next Meeting</b>	
11.50-11.55		6 March 2025 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	
	<b>15.</b>	<b>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.	
12.00	<b>16.</b>	<b>Any Other Competent Business</b>	
	<b>17.</b>	<b>Close of meeting</b>	
		<b>For Information Only</b>	

	<b>Clinical Governance Committee Membership</b>	
<b>Non-Executive Members (4x)</b>	Chair	Alasdair Christie
	Member	Karen Leach
	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
	Lead for Realistic Medicine	VACANT