

**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><br>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><br><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><br><br><b>NDAS Service – Verbal Update by Tracey Gervaise, Head of Operations (Woman and Child)</b><br><br>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><br><b>Update by C Copeland, Deputy Medical Director</b><br><br>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.<br><br><b>2.2 Staff Availability and Recruitment Process</b><br><br>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><br>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.<br><br><ul style="list-style-type: none"> <li>• <b>Policy for Controlled Documents (B Peters)</b></li> </ul>   |          |

|             |           |  |            |
|-------------|-----------|--|------------|
|             |           | <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><br><b>Report by Catherine Stokoe, Infection Control Manager</b><br>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><br><b>Verbal Update by Louise Bussell, Board Nursing Director</b>  |            |
|             | 9.2  | <b>Hospital Transfusion Committee – Minute of Meeting on 7 November 2023</b><br><br>The Committee is asked to <b>Note</b> the circulated draft Minute.  | PP.163-167 |
|             | 9.3  | <b>Health and Safety Committee</b><br><b>Verbal Update by Gareth Adkins, Director of People and Culture</b>   |            |
|             | 9.4  | <b>Information Assurance Group</b><br><br>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><br><b>Report by Tim Allison, Director of Public Health</b><br>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><br><b>Verbal Update by Tim Allison, Director of Public Health</b>  |            |
| 11.40-11.50 | 11.  | <b>2024 Meeting Schedule</b><br>The Committee is asked to <b>Note</b> the remaining meeting schedule for 2024:<br><br>7 March 2024<br>9 May 2024<br>11 July 2024<br>5 September 2024<br>7 November 2024   |            |
| 11.50-11.55 | 12.  | <b>Reporting to the NHS Board</b><br>Matters being identified for escalation should be trailed by relevant Executives under Item 5 on the agenda.<br><br>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>   |            |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|  | <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           |