

**NHS HIGHLAND  
 CLINICAL GOVERNANCE COMMITTEE**

**7 November 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: 31 October 2024

**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, 5 September 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 05 September 2024, <b>Consider</b> actions arising therefrom and <b>Note</b> the updated rolling action plan and Committee Work Plan.	<b>PP.1-17</b>
09.10-09.20	1.4	<b>Matters Arising</b>	
	<b>2.</b>	<b>Service Updates</b>	
09.20-9.40	2.1	<b>Audiology Services Formal Updates (National Review)</b> <b>Reports by Allan Graham on behalf of Katherine Sutton, Chief Officer (Acute) and Drew Ferguson, Audiology Manager (Argyll and Bute)</b>  <ul style="list-style-type: none"> <li>• <b>Argyll and Bute</b></li> <li>• <b>North Highland</b></li> </ul>	<b>PP.344-370</b> <b>PP.371-379</b>
	2.2	<b>Future of Vascular Services in NHS Highland Update</b> <b>Report by Dr Boyd Peters, Medical Director</b>  The Committee is asked to <b>Consider</b> the recommendations outlined in the circulated report and take <b>Limited</b> assurance.	<b>PP.272-300</b>
	<b>3.</b>	<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.  <ul style="list-style-type: none"> <li>• IT Issues Affecting NHS Highland and Staff Using Own Devices (Boyd Peters)</li> <li>• Suggested Changes to Committee Membership – Verbal Update (Isla Barton)</li> </ul>	
	<b>4.</b>	<b>Patient Experience and Feedback</b>	
9.50-10.00		<b>Report by Mirian Morrison, Clinical Governance Manager (attached)</b>	<b>PP.18-22</b>

		The Committee is asked to <b>Note</b> the report and take <b>Moderate</b> assurance.	
	<b>5.</b>	<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.301-309</b>
		The Committee is asked to <b>Note</b> the report content and take Moderate assurance.	
	<b>6.</b>	<b>Integrated Performance and Quality Report plus Annual Delivery Plan – Outcomes/General Update</b>	
10.15-10.25			<b>To Follow</b>
	<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>	
10.25-10.45	7.1	<b>Argyll and Bute HSCP Report by Evan Beswick, Chief Officer (attached)</b>	<b>PP.23-31</b>
		The Committee is asked to <b>Consider</b> the report content and take <b>Moderate</b> assurance.	
	7.2	<b>Highland Health and Social Care Partnership Report by Claire Copeland, Deputy Medical Director on behalf of Pamela Cremin, Chief Officer (HSCP)</b>	<b>PP.329-343</b>
		The Committee is asked to <b>Consider</b> the report content and take <b>Moderate</b> assurance.	
	7.3	<b>Acute Services Report by Evelyn Gray and Elaine Henry on behalf of Katherine Sutton, Chief Officer Acute Services (attached)</b>	<b>PP.32-164</b>
		The Committee is asked to <b>Consider</b> the report content and take <b>Moderate</b> assurance.	
	7.4	<b>Infants, Children and Young People’s Clinical Governance Group Report by Dr Stephanie Govenden, Consultant Community Paediatrician on behalf of Louise Bussell, Board Nurse Director (attached)</b>	<b>PP.165-179</b>
		The Committee is asked to <b>Consider</b> the report content and take <b>Moderate</b> assurance.	
		<b>Comfort Break</b>	
	<b>8.</b>	<b>Infection Prevention and Control Report</b>	
10.45-10.55		<b>Report by Catherine Stokoe, Infection Control Manager (attached)</b>	<b>PP.180-198</b>
		The Committee is asked to <b>Note</b> there is an IPC governance structure in place which regularly captures, examines and reports on data ensuring accurate understanding of the state of infection in Highland, <b>Note</b> that an annual work plan is in place and take <b>Moderate</b> assurance.	
	<b>9.</b>	<b>Health and Safety Committee - 6 Monthly Update</b>	
10.55-11.00		<b>Report by Gareth Adkins, Director of People and Culture (attached)</b>	<b>PP.199-245</b>
		The Committee is asked to <b>Note</b> ongoing improvements and support the Health and Safety Committee’s efforts to maintain and enhance the organisation’s health and safety culture, <b>Note</b> the status of HSE enforcement actions and timelines and	

		support the measures to address these requirements, and take <b>Moderate</b> assurance.	
	<b>10.</b>	<b>Screening Service – 6 Monthly Update</b>	
11.00-11.10		<b>Report by Tim Allison, Director of Public Health (attached)</b>  The Committee is asked to <b>Note</b> the report content and take <b>Moderate</b> assurance.	<b>PP.246-261</b>
	<b>11</b>	<b>Maternity Services – 6 Monthly Update</b>	
11.10-11.20		<b>Report by Isla Barton, Director of Midwifery on behalf of Louise Bussell, Board Nurse Director (attached)</b>  The Committee is asked to <b>Examine</b> the circulated report content and <b>Consider</b> the levels of assurance being provided.	<b>PP.310-323</b>
	<b>12.</b>	<b>Risk Register - Clinical Governance New Risks</b>	
11.20-11.35		<b>Report by Boyd Peters, Medical Director</b>  The Committee is asked to <b>Agree</b> to the inclusion of the two risks identified and take <b>Limited</b> assurance.	<b>PP.324-328</b>
	<b>13.</b>	<b>Public Health</b>	
11.35-11.45		<b>13.1 Public Health Vaccination Update</b> <b>Report by Tim Allison, Director of Public Health (attached)</b>  The Committee is asked to <b>Consider</b> the report content, discuss the issues raised and take <b>Limited</b> assurance.	<b>PP.262-267</b>
	<b>14.</b>	<b>Implementing the Blueprint for Good Governance Self-Assessment Findings</b>	
11.45-11.50		<b>Report by Ruth Daly, Board Secretary on behalf of Louise Bussell, Board Nurse Director (attached)</b>  The Committee is asked to <b>Note</b> the progress achieved with the Blueprint for Good Governance Improvement Plan actions that relate specifically to the Clinical Governance Committee and take <b>Moderate</b> assurance.	<b>PP.268-271</b>
	<b>15.</b>	<b>Date of Next Meeting</b>	
11.50-11.55		9 January 2025	
	<b>16.</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>17.</b>	<b>Any Other Competent Business</b>	
	<b>18.</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
	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	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 Cremin
	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)	Margo Howatson
	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