

**NHS HIGHLAND
 CLINICAL GOVERNANCE COMMITTEE**

11 July 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: 3 July 2024

AGENDA

Time	1.	Standing Items	
09.00-09.10	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, 2 May 2024, Rolling Action Plan and Committee Workplan 2024/2025 The Committee is asked to Approve the Minute of the meeting of 02 May 2024, Consider actions arising therefrom and Note the updated rolling action plan and Committee Work Plan.	PP.1-18
09.10-09.15	1.4	Matters Arising	
	2.	Service Updates	
09.15-9.40	2.1	Cancer Services Update Report by Derick MacRae, Service Manager (attached) The Committee is asked to Consider the report content and take Limited assurance.	PP.19-29
	2.2	NDAS Service Update – Summary Update Report by Tracey Gervaise on behalf of Katherine Sutton, Chief Officer (Acute) The Committee is asked to Consider the report content and take Limited assurance.	PP.30-56
	2.3	Review of Vascular Services in NHS Highland Verbal Update by Boyd Peters, Board Medical Director The Committee is asked to Note the update provided.	
	2.4	Update on Dentistry Services – State of Play and Impact on Acute Services Report by John Lyon, Director of Dentistry (attached) The Committee is asked to Consider the report content and take Limited assurance.	PP.56-62

	2.5	Pharmacy Services Update Report by Sarah Buchan, Director of Pharmacy (attached)	PP.63-67
		The Committee is asked to Note the challenges with delivering a high-quality Pharmacy service in the current environment and take Moderate assurance.	
	2.6	Sir Lewis Ritchie Report and Recommendations Report by Louise Bussell, Board Nurse Director (To Follow)	
	3.	Emerging Issues/Executive and Professional Leads Reports by Exception	
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"> • Endoscopy Service – Verbal Update (E Henry) • Feedback on Winter Resilience Plan 2023/2024 (L Cowie) • Annual Whistleblowing Report 2023/2024 (attached) (G Adkins) 	PP.68-81
		The Committee is asked to Note the content of the report and take Substantial assurance from the Annual Whistleblowing Report 2023/2024.	
	4.	Patient Experience and Feedback Report by Leah Smith, Complaints Manager (attached)	PP.82-86
9.50-10.00		The Committee is asked to Note the report and accept Moderate assurance.	
	5.	Clinical Governance Quality and Performance Data	
10.00-10.15	5.1	Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director (attached)	PP.87-101
		The Committee is asked to Note the report and accept Moderate assurance.	
	5.2	Mental Health SAER Process Improvements Report by Neil McNamara/Barry Muirhead (attached)	PP.102-109
		The Committee is asked to Note the report content and take Substantial assurance as to the Clinical Governance arrangements in Mental Health Services.	
	6.	Annual Delivery Plan – Outcomes/General Update Report by Lorraine Cowie, Head of Strategy and Transformation (attached)	PP.110-121
10.15-10.25		The Committee is asked to Examine and Consider the approach being put forward, Consider this approach and reach a conclusion as to the way forward, and take Moderate assurance.	
	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	
10.25-10.45	7.1	Argyll and Bute HSCP (attached)	PP.122-170
		The Committee is asked to Note the report and accept Moderate assurance.	
	7.2	Highland HSCP (attached)	PP.171-186
		The Committee is asked to Note the report and accept Moderate assurance.	
	7.3	Acute Services (attached)	PP.187-205

		The Committee is asked to Note the report and accept Moderate assurance.	
	7.4	Infants, Children and Young People’s Clinical Governance Group (attached) The Committee is asked to Note the report and accept Moderate assurance.	PP.206-213
		Comfort Break	
10.40-10.50	8.	Infection Prevention and Control Report Report by Catherine Stokoe, Infection Control Manager (attached) The Committee is asked to Note the report content and 2024/25 Annual Work Plan and take Moderate assurance.	PP.214-230
10.50-11.00	9.	Area Drugs and Therapeutics Committee - 6 Monthly Update Report by Sarah Buchan, Director of Pharmacy (attached) The Committee is asked to Note the report and accept Moderate assurance.	PP.231-236
11.10-11.20	10.	Information Assurance Group – 6 Monthly Update Report by Andy Nealis, Information Governance and IT Security Manager The Committee is asked to Note the report and accept Substantial assurance.	PP.237-245
11.20-11.30	11.	Hospital Transfusion Committee - 6 Monthly Update Report by Fiona Gunn, Hospital Transfusion Committee Chair (attached) The Committee is asked to Note the report and accept Substantial assurance.	PP.246-262
11.30-11.40	12.	Risk Register - Clinical Risk at Strategic Level Report by Boyd Peters, Board Medical Director (To Follow)	
11.40-11.55	13.	Public Health 13.1 Vaccination Update Report by Tim Allison, Director of Public Health (attached) The Committee is asked to Note the report and accept Limited assurance. 13.2 Public Health Update – Strategic Risks Report by Tim Allison, Director of Public Health (attached) The Committee is asked to Note the report, associated recommendations and accept Moderate assurance.	PP.263-297 PP.298-301
11.55-12.00	14.	2024 Meeting Schedule The Committee is asked to Note the remaining meeting schedule for 2024: 5 September 2024 7 November 2024	
	15.	Reporting to the NHS Board The Committee is asked to Consider and Identify any matters requiring escalation to the NHS Board for consideration.	
12.00	16.	Any Other Competent Business	
	17.	Close of meeting	

	For Information Only	
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	Clinical Governance Committee Membership	
Non-Executive Members (4x)	Chair	Alasdair Christie
	Member	Dr Gaener Rodger
	Member	Joanne McCoy
	Member	Muriel Cockburn
Area Clinical Forum Chair	Member	Catriona Sinclair
Staffside Representative	Member	Elspeth Caithness
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 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	Kate Arrow