

**NHS HIGHLAND
 CLINICAL GOVERNANCE COMMITTEE**

2 May 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: 24 April 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, 7 March 2024, Rolling Action Plan and Committee Workplan 2024/2025 The Committee is asked to Approve the Minute of the meeting of 07 March 2024, Consider actions arising therefrom and Note the updated rolling action plan and Committee Work Plan.	PP.1-16
09.10-09.20	1.4	Matters Arising <ul style="list-style-type: none"> • SCI Gateway Referral Update Report by Iain Ross, Head of eHealth (attached) The Committee is asked to Note there has been a national review of the SCI Gateway Incident and that a national group is overseeing the resulting action plan and take Substantial assurance. <ul style="list-style-type: none"> • Staff Availability & Recruitment Process Verbal Update by Gareth Adkins, Director of People & Culture 	PP.261-264
	2.	Service Updates	
09.20-9.40	2.1	Cancer Services Update Report by Derick MacRae, Service Manager	TO FOLLOW
	2.2	Scottish Patient Safety Programme Update Report by Esther Dickinson on behalf of Louise Bussell, Board Nurse Director (attached) The Committee is asked to Note the report and accept Moderate assurance.	PP.17-33
	2.3	NDAS Service Update – Briefing Paper for Joint Monitoring Committee (including how and where relevant issues are reported) Verbal Update by Tracey Gervaise	

	2.4	Audiology Services – National Review Update Verbal Update by Allan Graham, Head of Service for Audiology	
9.40-9.50	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. <ul style="list-style-type: none"> Implications Arising from the Health and Care Staffing Act 	PP.34-40
9.50-10.00	4.	Patient Experience and Feedback Report by Leah Smith, Complaints Manager (attached) The Committee is asked to Note the report and accept Moderate assurance.	PP.41-45
10.00-10.15	5.1	Clinical Governance Quality and Performance Data Report by Mirian Morrison on behalf of Boyd Peters, Board Medical Director (attached) The Committee is asked to Note the circulated report and accept Moderate assurance.	PP.244-260
	5.2	Mental Health SAER Process – Improved Governance Neil McNamara/Barry Muirhead The Committee is advised a formal update on this subject will be brought to the next meeting.	
10.15-10.25	6.	Annual Delivery Plan – General Update Lorraine Cowie, Head of Strategy and Transformation The Committee is advised a formal update on this subject will be brought to the next meeting.	
10.25-10.50	7.1	Operational Unit Reports by Exception and Emerging Issues with Minutes from Patient Quality and Safety Groups/Argyll and Bute Clinical and Care Governance Group Argyll and Bute HSCP (attached) The Committee is asked to Note the circulated report and associated Minute and accept Moderate assurance.	PP.46-55
	7.2	Highland HSCP (attached) The Committee is asked to Note the circulated report and associated Minute and accept Moderate assurance.	PP.265-278
	7.3	Acute Services (attached) The Committee is asked to Note the circulated report and associated Minute and accept Moderate assurance.	PP.136-243
	7.4	Infants, Children and Young People’s Clinical Governance Group (attached) The Committee is asked to Note the circulated report, NHS Highland Child protection Biennial Report 2021/23, associated Child Death Review Reports and accept Moderate assurance.	PP.56-84
		Comfort Break	

10.50-11.00	8.	Infection Prevention and Control Report Report by Catherine Stokoe, Infection Control Manager	PP.85-98
		The Committee is asked to Note the contents of the report and accept Moderate assurance.	
11.00-11.20	9.	Maternity Services - 6 Monthly Update Report by Louise Bussell, Board Nurse Director (attached)	PP.99-109
		The Committee is asked to Noted the circulated report content and Consider the various levels of assurance being proposed.	
	10.	Risk Register - Clinical Risk	
		There are no matters being reported in relation to this Item. The matter is to be revisited at the July 2024 meeting.	
11.20-11.30	11.	Health & Safety Committee - 6 Monthly Update Report by Gareth Adkins, Director of People & Culture (attached)	PP.110-120
		The Committee is asked to Note the contents of the report and associated Annual report 2023/24 and accept Substantial assurance.	
11.30-11.40	12.	Public Health	
	12.1	Vaccination Update Report by Tim Allison, Director Public Health and Policy (attached)	PP.121-130
		The Committee is asked to Consider the contents of the report and accept Limited assurance.	
11.40-11.50	13.	Committee Function and Administration	
	13.1	Implementing Blueprint for Good Governance Self-Assessment Findings Report by Ruth Daly, Board Secretary on behalf of Louise Bussell, Board Nurse Director (attached)	PP.131-135
		The Committee is asked to Note the progress achieved with the Blueprint for Good Governance Improvement Plan actions and accept Moderate assurance.	
11.50-11.55	12.	2024 Meeting Schedule	
		The Committee is asked to Note the remaining meeting schedule for 2024: 11 July 2024 5 September 2024 7 November 2024	
	13.	Reporting to the NHS Board	
		The Committee is asked to Consider and Identify any matters requiring escalation to the NHS Board for consideration.	
11.55-12.00	14.	Any Other Competent Business	
	15.	Close of meeting	
		For Information Only	

	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	Elsbeth 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
	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)	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