

**NHS HIGHLAND  
 CLINICAL GOVERNANCE COMMITTEE**

**5 September 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: 28 August 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, 11 July 2024, Rolling Action Plan and Committee Workplan 2024/2025</b> <b>The Committee is asked to Approve</b> the Minute of the meeting of 02 May 2024, <b>Consider</b> actions arising therefrom and <b>Note</b> the updated rolling action plan and Committee Work Plan.	<b>PP.1-18</b>
09.10-09.20	1.4	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• <b>Vaccination – Update on Governance Roles and Responsibilities Report by Dr Tim Allison, Director of Public Health</b></li> </ul> The Committee is asked to <b>Consider</b> and <b>Discuss</b> the issues raised in the paper and take <b>Limited</b> assurance.	<b>PP.19-24</b>
	<b>2.</b>	<b>Service Updates</b>	
09.20-9.40	2.1	<b>Cancer Services Update</b> <b>Report by Derick MacRae, Cancer Services Manager on behalf of Katherine Sutton, Chief Officer Acute (attached)</b> The Committee is asked to <b>Consider</b> the report content and take <b>Limited</b> assurance.	<b>PP.243-251</b>
	2.2	<b>NDAS Service Update – Final Action Plan</b> <b>Report by Moranne MacGillivray, Senior Service Manager (NDAS) on behalf of Katherine Sutton, Chief Officer Acute Division (attached)</b> The Committee is asked to <b>Note</b> the key actions and priorities identified at the meeting with CEOs to be progressed to support a redesign of the approach to delivering neurodiversity assessment within NHS Highland and take <b>Limited</b> assurance.	<b>PP.252-278</b>
	2.3	<b>Update on Dental Services</b> <b>Report by John Lyon, Director of Dentistry (attached)</b>	

		The Committee is asked to <b>Consider</b> the report content and take <b>Limited</b> assurance.	<b>PP.25-28</b>
	2.4	<b>Sir Lewis Ritchie Report and Position in Relation to Recommendations Report by Louise Bussell, Board Nurse Director</b>	
		The Committee is asked to <b>Consider</b> the process and governance in place to achieve completion of the recommendations, <b>Note</b> progress made to date in response to the recommendations and take <b>Moderate</b> assurance.	<b>PP.29-67</b>
	2.5	<b>Update on SPSP Programmes Report by Esther Dickinson, Senior Quality Improvement Lead and QI Lead for SPSP on behalf of Louise Bussell, Board Nurse Director (attached)</b>	
		The Committee is asked to <b>Note</b> progress and recognise the challenges to delivery of the programmes, <b>Note</b> that each programme had yet to set local targets in relation to their date, <b>Note</b> the recommendation that Essentials of Safe Care is more fully examined and integrated into the work across the NHS Board, and take <b>Moderate</b> assurance.	<b>PP.68-88</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>Health and Care Staffing Act Q1 Report by Gareth Adkins, Director of People and Culture (attached)</li> </ul> <p>The Committee is asked to <b>Review</b> and <b>Scrutinise</b> the information provided and take <b>Moderate</b> assurance.</p> <ul style="list-style-type: none"> <li>Effectiveness of Current GP Services and Associated Issues/Risk Management Activity</li> </ul>	<b>PP.89-115</b>
	<b>4.</b>	<b>Patient Experience and Feedback Report by Leah Smith, Complaints Manager (attached)</b>	
9.50-10.00		The Committee is asked to <b>Note</b> the report and accept <b>Moderate</b> assurance.	<b>PP.116-120</b>
	<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</b>	<b>PP.279-292</b>
	5.2	<b>NHS Highland Annual Complaints Report 2023/2024 Report by Leah Smith, Complaints Manager (attached)</b>	<b>PP.121-150</b>
		The Committee is asked to <b>Note</b> the report content and take <b>Substantial</b> assurance.	
	5.3	<ul style="list-style-type: none"><li><b>SPSO Report (detail contained in Report under Item 5.1 on the agenda)</b></li></ul>	<b>N/A</b>
	<b>6.</b>	<b>Integrated Performance and Quality Report plus Annual Delivery Plan – Outcomes/General Update</b>	
10.15-10.25		<b>Report by Lorraine Cowie, Head of Strategy and Transformation (attached)</b>	<b>PP.293-350</b>
		The Committee is asked to <b>Note</b> the continued and sustained pressures facing both NHS and commissioned care services in delivering on performance and quality metrics aligned to the annual delivery plan and take <b>Limited</b> assurance.	

	<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>  The Committee is asked to <b>Note</b> the report content and take <b>Moderate</b> assurance.	<b>PP.151-183</b>
	7.2	<b>Highland Health and Social Care Partnership Report by Claire Copeland, Deputy Medical Director on behalf of Pamela Cremin, Chief Officer (HSCP) (attached)</b>  The Committee is asked to <b>Note</b> the report content and take <b>Moderate</b> assurance.	<b>PP.351-364</b>
	7.3	<b>Acute Services Report by Evelyn Gray and Elaine Henry on behalf of Katherine Sutton, Chief Officer Acute Services (attached)</b>  The Committee is asked to <b>Note</b> the report content and take <b>Moderate</b> assurance.	<b>PP.365-395</b>
	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>  The Committee is asked to <b>Note</b> the report content and take <b>Moderate</b> assurance.	<b>PP.184-192</b>
		<b>Comfort Break</b>	
	<b>8.</b>	<b>Infection Prevention and Control Report</b>	
10.40-10.50		<b>Report by Catherine Stokoe, Infection Control Manager (attached)</b>  The Committee is asked to <b>Consider</b> the report content and take <b>Moderate</b> assurance.	<b>PP.193-206</b>
	<b>9.</b>	<b>Organ and Tissue Donation Committee - 6 Monthly Update</b>	
10.50-11.00		<b>Report by John Rae, Clinical Lead for Organ Donation (attached)</b>  The Committee is asked to <b>Note</b> the report and accept <b>Substantial</b> assurance.	<b>PP.396-418</b>
	<b>10.</b>	<b>Duty of Candour Annual Report</b>	
11.10-11.20		<b>Report by Ali Felce, Business Manager on behalf of Dr Boyd Peters, Board Medical Director</b>  The Committee is asked to <b>Note</b> the report content and take <b>Moderate</b> assurance.	<b>PP.207-214</b>
	<b>11.</b>	<b>Clinical Advisory Group 2024/24 Assurance Report</b>	
11.20-11.30		<b>Report by Paul Nairn, Regional Planning Manager on behalf of Dr Tim Allison, Director of Public Health (attached)</b>  The Committee is asked to <b>Note</b> the report content and take <b>Substantial</b> assurance.	<b>PP.215-221</b>
	<b>12.</b>	<b>Research, Development and Innovation Annual Report</b>	

11.30-11.35		<b>Report by Frances Hines, Research Manager and Elizabeth Sage, Consultant Physician (attached)</b>  The Committee is asked to <b>Note</b> the report content and take <b>Substantial</b> assurance.	<b>PP.222-238</b>																		
	<b>13.</b>	<b>Risk Register - Clinical Risk at Strategic Level</b>																			
11.35-11.40																					
	<b>14.</b>	<b>Public Health</b>																			
11.40-11.55		<b>13.1 Public Health – Risk Update</b> <b>Report by Tim Allison, Director of Public Health (attached)</b>  The Committee is asked to <b>Consider</b> the recommendations contained in the report and take <b>Moderate</b> assurance.	<b>PP.239-242</b>																		
	<b>15.</b>	<b>Meeting Schedules</b>																			
11.55-12.00		<b>15.1 2024 Schedule</b>  The Committee is asked to <b>Note</b> the remaining meeting schedule for 2024:  7 November 2024  <b>15.2 2025-27 Governance Committee Dates</b>  The Committee is asked to <b>Agree</b> the proposed meeting dates which will be submitted to the September NHS Board for final approval:  <table border="1" style="display: inline-table; margin-right: 20px;"> <tr><td>9am</td></tr> <tr><td><b>2025/26</b></td></tr> <tr><td>09/01/2025</td></tr> <tr><td>06/03/2025</td></tr> <tr><td>01/05/2025</td></tr> <tr><td>03/07/2025</td></tr> <tr><td>04/09/2025</td></tr> <tr><td>06/11/2025</td></tr> <tr><td>08/01/2026</td></tr> <tr><td>05/03/2026</td></tr> </table> <table border="1" style="display: inline-table;"> <tr><td>9am</td></tr> <tr><td><b>2026/27</b></td></tr> <tr><td>07/05/2026</td></tr> <tr><td>02/07/2026</td></tr> <tr><td>03/09/2026</td></tr> <tr><td>05/11/2026</td></tr> <tr><td>07/01/2027</td></tr> <tr><td>04/03/2027</td></tr> </table>	9am	<b>2025/26</b>	09/01/2025	06/03/2025	01/05/2025	03/07/2025	04/09/2025	06/11/2025	08/01/2026	05/03/2026	9am	<b>2026/27</b>	07/05/2026	02/07/2026	03/09/2026	05/11/2026	07/01/2027	04/03/2027	
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	<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	Kate Arrow