

Date of issue: 4 February 2020

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Tuesday 11 February 2020 at 10:00am
Board Room, Assynt House, Inverness

DRAFT AGENDA

1. WELCOME AND APOLOGIES

1.1 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 a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.

1.2 NHS Highland Draft Assurance Map (attached)/Revised Staff Governance Committee Terms of Reference and Membership Considerations (to follow)
(PP 1-2)

The Committee will be asked to:

- **Consider** the Draft Assurance Map.
- **Approve** the updated Terms of Reference.

2. ASSURANCE REPORT FROM MEETING HELD ON 5 NOVEMBER 2019 (attached)

(PP 3-12)

The Committee is asked to **Approve** the Assurance Report.

3. MATTERS ARISING NOT ON THE AGENDA

3.1 Culture Fit for the Future
Update by Fiona Hogg Director of Human Resources

The Committee is asked to Note the update.

3.2 Development of Dignity at Work Project
Update by Fiona Hogg, Director of Human Resources and Organisational Development

The Committee is asked to Note the update.

**3.3 Progress on Apprenticeship Activity/Recruitment and Attraction Strategy
Update by Sharon Hammell, HR Projects Lead (attached)**

(PP 13-16)

The Committee is asked to Note the update.

**3.4 Staff Appraisal and Pay Progression Considerations
Update by Fiona Hogg**

The Committee is asked to Note the update.

4. WORKFORCE

**4.1 Workforce Report
Report by Gaye Boyd, Deputy Director of Human Resources (attached)**

(PP 17-38)

The Committee will be asked to:

- **Note** the content of the report.
- **Note** the areas that require further improvement.

**4.2 Scottish Government Workforce Planning Requirements – Projections and
Annual Operational Plan Element (Incl Update on Health and Care
(Staffing)(Scotland) Act
Update from Kevin Colclough**

The Committee is asked to Note the update.

**4.3 Brexit (Standing Item)
Verbal Update by Gaye Boyd, Deputy Director of Human Resources**

The Committee is asked to Note the current position.

**4.4 Corporate Risks Report (attached)
Report by Louise McInnes, Risk Manager**

(PP 39-48)

The Committee is asked to Note the content of the report

5. STAFF EXPERIENCE

**5.1 Staff Experience Exception Report
Report by Caroline Morrison (Education, Learning and Development Manager)
(attached)**

**5.2 Statutory and Mandatory Training Update – Safe Information Handling
Report by Paul Maber (Education, Learning and Development Team)(attached)**

(PP 49-58)

The Committee is asked to Consider the content of the circulated reports.

6. LOCAL AND NATIONAL POLICY IMPLEMENTATION (Incl. “Once for Scotland”)

**6.1 NHS Highland Whistle Blowing - Update on Standards (Standing Item)
Verbal Update by Gaye Boyd, Deputy Director of Human Resources**

The Committee is asked to Note the current position within NHS Highland relating to Whistle Blowing.

**6.2 Improving Grievances Processes Proposal
Update by Adam Palmer, Employee Director and Gaye Boyd, Deputy Director of Human Resources**

The Committee is asked to Note the updated position.

7. REPORTS FROM OTHER COMMITTEES (attached)

**7.1 Draft Assurance Report from Health and Safety Committee – 24 October 2019
(PP 59-68)**

**7.2 Minute from Meeting of the Highland Partnership Forum – 27 September 2019
(Draft)**

(PP 69-77)

The Committee is asked to Note the circulated documents.

8. DATES OF FUTURE MEETINGS:

(10am, Boardroom)

21 April 2020

4 August 2020

20 October 2020

The Committee is asked to note the remaining 2020 meeting dates.

9. AOCB

10. DATE OF NEXT MEETING

The next meeting is scheduled for **21 April 2020 at 10:00am** in the Board Room, Assynt House, Inverness.

Members and Attendees of the Staff Governance Committee:

Members

Alasdair Lawton (Chair)
Mr James Brander
Ms Sarah Compton-Bishop
Ann Pascoe
Mr Adam Palmer

Attendees

Ms Fiona Hogg (Lead Executive)
Ms Gaye Boyd
Mr Kevin Colclough
Mr Paul Hawkins
Mrs Etta Mackay
Mrs Margaret MacRae
Miss Leah Girdwood (Committee Administrator)