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Date of issue: 03/03/21

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 10 March at 10:00am
Microsoft Teams

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.

2 MINUTES OF MEETING HELD ON 10 FEBRUARY 2021 AND ACTION PLAN (TO FOLLOW)

The Committee is asked to **Approve** the minutes of the meeting held on 10 February 2021 and **Note** the rolling action plan.

3 MATTERS ARISING NOT ON THE AGENDA

4 ANNUAL REPORTS AND WORKPLAN

- 4.1 **Annual Report of the Staff Governance Committee**
Report by Sarah Compton Bishop, Committee Chair and Fiona Hogg,
Director of HR and OD (attached) (PP 1-4)

The Committee is asked to **Approve** the report

- 4.2 **Staff Governance Committee Workplan 2021 – 2022 Draft plan for review**
(attached) (PP 5-7)

The Committee is asked to **Review** the Staff Governance Committee Workplan 2021 – 2022

5 LEARNING AND DEVELOPMENT

- 5.1 Action plan for Statutory and Mandatory training
Verbal update by Fiona Hogg, Director of HR and OD**

The Committee is asked to note the update

6 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE UPDATE

- 6.1 Workforce Board update (attached)
Report by Kevin Colclough, HR Systems and Projects Manager (PP 8-9)**

The Committee is asked to
• **Note** the content of the report

- 6.2 Integrated Performance Report (attached) (PP 10 - 64)
Report by David Park, Deputy Chief Executive**

The Committee is asked to note the content of the report

Comfort
break

**7 POLICIES, TERMS AND CONDITIONS, DIVERSITY AND INCLUSION,
VALUES AND CULTURE**

- 7.1 NHS Highland Strategy, Vision & Values
Report by Fiona Hogg, Director of HR and Organisational Development
(TO FOLLOW)**

The Committee is asked to note the content of the report

8 HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

- 8.1 Update on Whistleblowing Standards implementation (attached)
Update by Gaye Boyd, Deputy Director of Human Resources (PP 65 – 67)**

The Committee is asked to Consider the content of the report.

9 AOCB

10 DATE OF NEXT MEETING

The next full meeting is scheduled for **5 May 2021 at 10.00am** via Teams only.

Members and Attendees of the Staff Governance Committee:

Members

Sarah Compton- Bishop (Chair)
James Brander (Non exec)
Philip MacRae (Non exec)
Bert Donald (Non exec)
Adam Palmer (Employee Director)
Etta Mackay (Staffside)
Margaret MacRae (Staffside)
Pam Dudek (Chief Executive)

Ex Officio

Boyd Robertson (Chair)

Attendees

Fiona Hogg (Lead Executive)
Gaye Boyd (Deputy Director of HR)
Jane Fowler (Head of HR, Argyll & Bute)
Bob Summers (Head of OHS)
Emma Pickard (External Culture Advisor)
Elspeth Caithness (co-Chair H&S sub-committee)
David Park, (Chief Officer, N Highland / Community)
Katherine Sutton (Interim Chief Officer, Acute)
Joanna MacDonald (Chief Officer, A&B)
Heidi May (Director of Nursing)
Boyd Peters (Medical Director)
Tim Allison (Director of Public Health)
Ruth Fry (Head of Comms & Engagement)