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Date of issue: 25 August 2020

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Tuesday 1 September at 10:00am
Boardroom, Assynt House and Microsoft Teams

AGENDA

10.00am 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.

10.00am 1.2 **Appointment of Vice Chair**

Members are asked to appoint a Vice Chair from the current Non-Executive members of the Committee, as agreed at the meeting on 21 July 2020.

10.05am 2 **MINUTES OF MEETING HELD ON 21 JULY 2020 AND ACTION PLAN (attached)**

(PP 1-10)

The Committee is asked to Approve the minutes of the meeting held on 21 July 2020 and **Note** the rolling action plan.

10.10am 3 **MATTERS ARISING NOT ON THE AGENDA**

10.15am 4 **SPOTLIGHT SESSION**

Update by Joanna MacDonald, Chief Officer (Argyll & Bute)

(TO FOLLOW)

The Committee is asked to Note the matters discussed during the spotlight session.

10.30am 5 **COMMUNICATION AND ENGAGEMENT UPDATE (attached)**

Report by Sharon Hammell, Head of Communications on behalf of Pam Dudek, Deputy Chief Executive

(PP 11-14)

The Committee is asked to Note the update.

10.40am **6 LEARNING AND DEVELOPMENT**

- 6.1 Induction, Statutory and Mandatory Training (attached)**
Report by Caroline Morrison, Education, Learning & Development Manager
on behalf of Fiona Hogg, Director of HR and Organisational Development
(PP 15-22)

The Committee is asked to Note the update.

- 10.50am **6.2 Developing Managers and Teams (attached)**
Report by Caroline Morrison, Education, Learning & Development Manager
Fiona Hogg, Director of HR and Organisational Development
(PP 23-28)

The Committee is asked to Note the update.

7 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE UPDATE

- 11.00am **7.1 Integrated Performance Report**
Report by Donna Smith, Associate Director Planning, Performance &
Improvement, on behalf of Pam Dudek, Deputy Chief Executive
(PP 29-60)

The Committee is asked to Review and Discuss the performance outcomes highlighting areas of concern and the role of the new Performance Recovery Board.

- 11.10am **7.2 Workforce Report**
Report by Gaye Boyd, Deputy Director of HR
(TO FOLLOW)

The Committee is asked to

- Note the content of the report
- Note the areas for improvement

- 11.20am **7.3 NHS Highland Remobilisation Plan**
Report by Donna Smith, Associate Director Planning, Performance &
Improvement, on behalf of Pam Dudek, Deputy Chief Executive
(TO FOLLOW)

The Committee is asked to Note the NHS Highland Remobilisation Plan.

- 11.25am **7.4 Draft Minutes of the Meeting of the Highland Partnership Forum held on 24 July 2020 (attached)**
(PP 61-70)

The Committee is asked to Note the draft Minute of 24 July 2020.

8 POLICIES, TERMS AND CONDITIONS, DIVERSITY AND INCLUSION, VALUES AND CULTURE

- 11.30am **8.1 Safe Information Handling Training (attached)**
Report by Donald Peterkin, Data Protection Officer on behalf of Deborah Jones, Senior Information Risk Owner
(PP 71-76)
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The Committee is asked to Consider and Endorse the recommendations and guidance from the Information Commissioner.

- 11.35am **8.2 Culture Programme Update (attached)**
Report by Emma Pickard, External Culture Advisor on behalf of Fiona Hogg, Director of HR and Organisational Development

(PP 77-86)

The Committee is asked to Examine and Consider the implications of the matter.

9 HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

- 11.45am **9.1 Risk Management & Corporate Risk Progress (attached)**
Report by Louise McInnes, Risk Manager on behalf of Boyd Peters, Medical Director

(PP 87-98)

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

- 11.50am **9.2 Feedback from Health and Safety Committee Meeting 24 August 2020**

The Committee is asked to Note the feedback from the Meeting held on 24 August 2020

- 11.55am **10 AOCB**

- 12.00pm **11 DATE OF NEXT MEETING**

The next meeting is scheduled for **3 November 2020 at 10.00am** in the Board Room, Assynt House, Inverness.

Members and Attendees of the Staff Governance Committee:

Members

Sarah Compton- Bishop (Chair)
James Brander (Non exec)
Ann Pascoe (Non exec)
Bert Donald (Non exec)
Adam Palmer (Employee Director)
Etta Mackay (Staffside)
Margaret MacRae (Staffside)
Paul Hawkins (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)
Pam Dudek (Deputy Chief Executive)
Heidi May (Director of Nursing)
Boyd Peters (Medical Director)
Tim Allison (Director of Public Health)
Sharon Hammell (Interim Head of Comms)
Leah Girdwood (Committee Administrator)