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Date of issue: 27 October 2020

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Tuesday 3 November 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.

10.05am 2 **MINUTES OF MEETING HELD ON 1 SEPTEMBER 2020 AND ACTION PLAN (attached)**

(PP 1-12)

The Committee is asked to Approve the minutes of the meeting held on 1 September 2020 and **Note** the rolling action plan.

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

10.15am 4 **SPOTLIGHT SESSION – NMAHP
Update by Heidi May, Board Nurse Director**

(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 David Park, Interim Deputy Chief Executive**

(PP 13-18)

The Committee is asked to Note the update.

6 **LEARNING AND DEVELOPMENT**

- 10.40am 6.1 **Update on Approach to Statutory and Mandatory Training Compliance (attached)**
Report by Fiona Hogg, Director of HR and OD (TO FOLLOW)

The Committee is asked to **Examine and Consider** the implications of the proposed approach and confirm support for progressing in this way

7 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE UPDATE

- 10.45am 7.1 **Integrated Performance Report (attached)**
Report by Donna Smith, Associate Director Planning, Performance & Improvement on behalf of Pamela Dudek, Chief Executive (PP 19-66)

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

- 10.55am 7.2 **Workforce Report (incl. Spotlight on Redeployment)**
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

- 11.00am 7.3 **iMatters / Everyone Matters Report (attached)**
Report by Paul Simmons, Learning & Development Advisor on behalf of Fiona Hogg, Director of HR and OD (PP 67-72)

The Committee is asked to

- **Consider and Examine** the iMatter 2020 response rates
- **Consider and Examine** the Everyone Matters 2020 response rates

- 11.10am 7.4 **Partnership Workshop Outcomes (attached)**
Report by Emma Pickard, External Culture Advisor on behalf of Fiona Hogg, Director of HR and OD (PP 73-88)

The Committee is asked to **Note** the Partnership Workshop Outcomes.

- 11.20am 7.5 **Feedback from Meeting of the Highland Partnership Forum held on 9 October 2020**
Update by Adam Palmer, Employee Director

The Committee is asked to **Note** the feedback from the meeting held on 9 October 2020.

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

- 11.25am 8.1 **Culture Programme Update (attached)**
Report by Emma Pickard, External Culture Advisor on behalf of Fiona Hogg, Director of HR and Organisational Development

The Committee is asked to **Note** the update.

- 11.40am **8.2 Draft Code of Corporate Governance Update by Ruth Daly, Board Secretary**

[Link to view Report](#)

The Committee is asked to **Note** the draft Code of Corporate Governance.

9 HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

- 11.45am **9.1 Risk Management & Board Assurance Framework Progress (attached) Report by Mirian Morrison, Clinical Governance Development Manager on behalf of Boyd Peters, Medical Director**

(PP 93-108)

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

- 11.50am **9.2 Update on the Implementation of the Independent National Whistleblowing Standards (attached) Report by Fiona Hogg, Director of HR and OD**

(PP 109-116)

The Committee is asked to **Note** the update on the Implementation of the Independent National Whistleblowing Standards

10 AOCB

- 11.55am **10.1 Meeting dates for 2021**

Members are asked to **note** the meeting schedule for 2021 as follows:

13 January 2021
10 March 2021
5 May 2021
7 July 2021
8 September 2021
10 November 2021

Meetings will be held on Wednesdays at 10.00am

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

The next meeting is scheduled for **13 January 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)
Jean Boardman (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)
Sharon Hammell (Interim Head of Comms)