

Date of issue: 30.06.21

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 7th July at 10:00am
Microsoft Teams

AGENDA

- 10.00 am **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.
- 10.05 am **2.1 MINUTES OF MEETING HELD ON 5 MAY 2021** P1 - 11
- The Committee is asked to Approve** the minutes of the meeting held on 5 May 2021.
- 10.10 am **2.2 ACTION PLAN** P12-18
- The Committee is asked to Review** the updated and revised Action Plan.
- 2.3 **REVIEW OF COMMITTEE WORKPLAN** P19 - 20
- The Committee is asked to Review** the latest version of the Staff Governance Committee Workplan 2021 – 2022 and ensure that the topics for forthcoming meetings cover the priority items.
- 10.15 **3 MATTERS ARISING NOT ON THE AGENDA**
- 4 **SPOTLIGHT SESSION**
- 10.20 **4.1 Community Spotlight**
Presentation by Louise Bussell, Interim Chief Officer, Community

5 COMMUNICATION AND ENGAGEMENT UPDATE

10.45 am

- 5.1 Communications and Engagement Update (including final Communications and Engagement strategy)**
Report by Ruth Fry, Head of Communications & Engagement

P21 - 48

The Committee is asked to note the Report and the finalised Communication and Engagement strategy.

6 LEARNING AND DEVELOPMENT

11.00 am

- 6.1 Mandatory training progress update**
Report by Louise Bussell, Interim Chief Officer

P49 - 55

The Committee is asked to note the update

COMFORT BREAK
11.10 am – 11.20 am

7 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE UPDATE

11.20 am

- 7.1 Highland Partnership Forum draft meeting minutes of meeting held on 23rd April 2021 and 18th June**

P56 - 61

The Committee is asked to Approve the draft minutes of meeting held on 23rd April 2021 and 18th June 2021

11.25 am

- 7.2 Integrated Performance and Quality Report and Workforce Report, including update on Family Friendly Leave trends**
Report by Gaye Boyd, Deputy Director HR

P62 - 86

The Committee is asked to Note the content of the reports

11.40 am

- 7.3 Workforce Plan 2021/2**
Report by Kevin Colclough, Workforce performance and systems manager

P87 - 110

The Committee is asked to Note the final reports

11.50 am

- 7.4 Nursing and Midwifery Workforce review Results**
Presentation by Kate Patience-Quate, Deputy Director of Nursing

P111 - 122

The Committee is asked to Note the update

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

12.05 pm **8.1 Culture Oversight Group Minutes from meetings held on 17 May 2021**

P123 - 134

The Committee is asked to Approve the minute of the meeting held on 17 May 2021

12.10pm **8.2 Culture Dashboard update**
Report by Emma Pickard, Culture Advisor

P135 - 148

The Committee is asked to Note the content of the report

12.20pm **8.3 Annual Staff Governance Monitoring**
Report by Gaye Boyd, Deputy Director of HR

P149 - 166

The Committee is asked to **discuss** the report and **agree** the way forward to complete the monitoring document.

9 HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

12.25 pm **9.1 Health and Safety Policy and Governance update**
Report by Bob Summers, Head of Occupational Health and Safety

P167 - 196

The Committee is asked to Note the content of the report

12.40pm **9.2 Update on Whistleblowing Standards**
Verbal update by Fiona Hogg, Director of HR & OD

The Committee is asked to note the update provided

12.45 pm **9.3 Draft Minutes from the Health and Safety Committee on 8 June 2021**

TO FOLLOW

The Committee is asked to Approve the minute of meeting held on

12.50pm **10 Risk Review / Board Assurance Framework**
Update by Fiona Hogg by Fiona Hogg, Director of HR & OD

P197 - 239

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

12.55 pm **11 AOCB**

The next full meeting is scheduled for 8 September 2021 at 10.00am via Teams only

Members and Attendees of the Staff Governance Committee:

Members

Sarah Compton- Bishop (Chair)
Jean Boardman (Vice Chair)
James Brander (Non exec)
Philip MacRae (Non exec)
Bert Donald (Non exec)
Adam Palmer (Employee Director)
Etta Mackay (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, (Deputy Chief Executive)
Katherine Sutton (Chief Officer, Acute)
Louise Bussell (Interim Chief Officer, Community)
Fiona Davies (Interim Chief Officer, A&B HSCP)
Heidi May (Director of Nursing)
Boyd Peters (Medical Director)
Tim Allison (Director of Public Health)
Ruth Fry (Head of Comms & Engagement)