

**HIGHLAND NHS BOARD  
 MEETING OF THE STAFF GOVERNANCE COMMITTEE**

**Tuesday 16 January 2024 at 10 am  
 Microsoft Teams**

- **All cameras should be turned on**
- **Use raise hand facility to discuss items – do not use MS Teams chat**

Distribution: 8 January 2024

**AGENDA**

Time		1. Standing Items	Page
10.00 am	1.1	<b>Welcome and Apologies</b>	
	1.2	<b>Declarations of Interest</b> 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 financial or non-financial and include some information on its nature. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.	
		<b>2. Assurance Reports</b>	
10.05 am	2.1	<b>Minutes of Meeting held on 08 November 2023</b>	<b>PP. 1 – 11</b>
10.20 am	2.2	<b>Action Plan</b>	<b>Excel Sheet</b>
10.35 am	2.3	<b>Committee Workplan</b>	<b>Excel Sheet</b>
		<b>The Committee is asked to:</b> <ul style="list-style-type: none"> <li>• <b>Approve</b> the minute.</li> <li>• <b>Consider</b> actions arising therefrom.</li> <li>• <b>Note</b> the latest version of the committee Action Plan and <b>agree</b> to the proposed closure of any noted actions.</li> <li>• <b>Review</b> and <b>Agree</b> the latest version of the Committee Workplan 2023–2024 and ensure that the topics for forthcoming meetings cover the priority items.</li> </ul>	
		<b>3. Matters arising not on the Agenda</b>	
10.45 am	3.1	<b>Oban Medical Staffing Plan – Update</b>	<b>PP. 12 - 18</b>
		Report by Gareth Adkins, Director of People & Culture	
		The Committee is asked to <b>review</b> the report and take Moderate assurance.	
		<b>4 Spotlight Session</b>	
10.55 am		<b>Argyll and Bute HSCP</b>	<b>PP – 88 - 106</b>
		Presentation by Fiona Davies, Chief Officer Argyll and Bute	
		<b>5. Items for Review and Assurance</b>	
11.10 am	5.1	<b>IPQR Report &amp; SGC Metrics</b>	<b>PP. 19 - 23</b>
		Report by Gareth Adkins, Director of People & Culture	

		The Committee is asked to <b>review</b> and take <b>moderate</b> assurance from the report.	
11.20 am	5.2	<b>Annual Medical Education Review</b> Report by Helen Freeman, Director of Medical Education	<b>PP. 24 - 45</b>
		The Committee is asked to <b>review</b> and take <b>moderate</b> assurance from the report.	
11.35 am	5.3	<b>Strategic Risk Review</b> Report by Gareth Adkins, Director of People & Culture	<b>PP. 46 - 59</b>
		The Committee is asked to <b>review</b> and take <b>moderate</b> assurance from the report.	
11.50 am		<b>Comfort Break (15 mins)</b>	
12.05 pm	5.4	<b>Health and Wellbeing Group Update</b> Gaye Boyd, Deputy Director of People	<b>PP. 60 - 69</b>
		The Committee is asked to <b>review</b> and take <b>moderate</b> assurance from the report.	
12.15 pm	5.5	<b>Staff Governance Committee Self-Assessment Outcome</b> Update by Gareth Adkins, Director of People & Culture	<b>PP. 70 - 77</b>
		The Committee is asked to <b>review</b> the outcome of the committee self-assessment and take <b>moderate assurance</b> .	
	<b>6.</b>	<b>Items for Information and Noting</b>	
12.35 pm	6.1	<b>Area Partnership Forum minutes of meeting held on 08 December 2023</b>	<b>PP. 78 - 87</b>
		The Committee is asked to <b>Note</b> the minutes of the committee.	
12.40 pm	6.2	<b>Health and Safety Committee minutes of meeting held on 12 December 2023</b> Verbal Update by Gareth Adkins, Director of People & Culture	
		<b>The Committee is asked to:</b> <ul style="list-style-type: none"> <li>• <b>Note</b> that this meeting was cancelled.</li> <li>• <b>Note</b> the update.</li> </ul>	
12.45 pm	<b>7.</b>	<b>Any other Competent Business</b>	
12.55 pm	<b>8.</b>	<b>Date &amp; Time of Next Meeting</b> The next team meeting is scheduled for Tuesday 5 March 2024 at 10 am via TEAMS.	
13.00 pm	<b>9.</b>	<b>2024 Meeting Schedule</b> <b>The Committee is asked to note</b> the remaining meeting Schedule for 2024:  7 May 2024 9 July 2024 3 September 2024 5 November 2024	

## **Members and Attendees of the Staff Governance Committee**

### **Members**

Ann Clark (Interim Chair)

Philip MacRae (Vice Chair)  
Sarah Compton-Bishop (Non Exec)  
Bert Donald (Non Exec)

Elsbeth Caithness (Employee Director)  
Kate Dumigan (Staffside)

Claire Laurie (Staffside)

Dawn Macdonald (Staffside)  
Pam Dudek (Chief Executive)

### **Attendees**

Gareth Adkins (Director of People)  
Gaye Boyd (Deputy Director of People)  
Heledd Cooper (Director of Finance)  
David Park (Deputy Chief Executive)  
Katherine Sutton (Chief Officer, Acute)  
Louise Bussell (Nurse Director)  
Fiona Davies (Chief Officer, A & B HSCP)  
Pam Cremin (Chief Officer for HSCP)  
Boyd Peters (Medical Director)  
Tim Allison (Director of Public Health)  
Alan Wilson (Director of Estates, Facilities & Capital Planning)  
Simon Steer (Director of Adult Social Care)