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*Date of Issue: 5<sup>th</sup> November 2021*

## **MEETING OF THE STAFF GOVERNANCE COMMITTEE**

**Wednesday 10th November at 10:00am**  
**Microsoft Teams**

### **10.00 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 2 ASSURANCE REPORTS**

- 2.1 MINUTES OF MEETING HELD ON 8 SEPTEMBER 2021** (PP 1 - 8)
- 2.2 ACTION PLAN** (Attached)
- 2.3 REVIEW OF COMMITTEE WORKPLAN** (PP 9 - 10)

**The Committee is asked to:**

- **Approve** the minute.
- **Consider** actions arising therefrom.
- **Review** the latest version of the Staff Governance Committee Workplan 2021 – 2022 and ensure that the topics for forthcoming meetings cover the priority items.

### **3 MATTERS ARISING NOT ON THE AGENDA**

### **10.15 4 SPOTLIGHT SESSION**

- 4.1 Medical & Dental Spotlight**  
Presentation by Boyd Peters, Medical Director

**The Committee is asked to** note the update provided.

**10.40 5 COMMUNICATION AND ENGAGEMENT UPDATE**

**5.1 Communications and Engagement Update**

Report by Ruth Fry, Head of Communications & Engagement

(PP 11 - 103)

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

**11.00 6 LEARNING AND DEVELOPMENT**

**6.1 Detailed Statutory and Mandatory assurance report and plan**

Report by the Chief Officers for Acute, Community and A&B HSCP

(PP 104 - 114)

**The Committee is asked to note the update**

**COMFORT BREAK 11.25- 11.35**

**7 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE UPDATE**

**11.35 7.1 Area Partnership Forum draft meeting minutes of meeting held on 29<sup>th</sup> October 2021**

(TO FOLLOW)

**The Committee is asked to Approve the draft minute.**

**11.40 7.2 IPQR and Workforce Report to include People Process workstream update and data**

Report by Gaye Boyd, Deputy Director of People

(PP 115 - 149)

**The Committee is asked to Note the content of the reports**

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

**12.00 8.1 Culture Oversight Group Minutes from meetings held on 8<sup>th</sup> September, 20<sup>th</sup> September, and 7<sup>th</sup> October.**

(PP 150 - 158)

**The Committee is asked to Approve the minute of the meetings.**

**12.05 8.2 IMatter / Listening & Learning 2021 results and action plans**

Report by Fiona Hogg, Director of People & Culture

(PP 159 – 173)

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

**12.25 8.3 Culture Update report**

Report by Fiona Hogg, Director of People & Culture

(In Teams Channel with appendix)

**The Committee is asked to Note the content of the Report**

## 9 HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

- 12.30 9.1 **Minutes from the Health and Safety Committee on 10<sup>th</sup> August and Draft Minutes and Assurance report from Health and Safety Committee on 19<sup>th</sup> October 2021**  
(PP 174 – 192; test template separate from combined papers)

**The Committee is asked to Approve** the minutes of meeting held on 10th August and 19<sup>th</sup> October 2021 and note the assurance report from 19<sup>th</sup> October.

- 12.35 10 **Staff Governance Corporate and Operational Risks – Assurance report**  
Report by Fiona Hogg, Director of People and Culture  
(In Teams Channel with appendix)

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

- 12.55 11 **AOCB**

## 12 NEXT MEETING

The next meeting is scheduled for Wednesday 12 January 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)  
Elspeth Caithness (Employee Director)  
Etta Mackay (Staffside)  
Pam Dudek (Chief Executive)

#### Ex Officio

Boyd Robertson (Chair)

#### Attendees

Fiona Hogg (Lead Executive)  
Gaye Boyd (Deputy Director of People & Culture)  
Jane Fowler (Head of HR, Argyll & Bute)  
Bob Summers (Head of OHS)  
Emma Pickard (External Culture Advisor)  
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)