

**Chief Executive's Office**  
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Date of Issue: 2<sup>nd</sup> March 2023

## MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 8<sup>th</sup> March 2023 at 10:00am  
 Microsoft Teams

10.00am	1	<b>WELCOME AND APOLOGIES</b>
	1.1	<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 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	<b>ASSURANCE REPORTS</b>
	2.1	<b>MINUTES OF MEETINGS HELD ON 11<sup>th</sup> January 2023 (pp 1 - 11 )</b>
	2.2	<b>ACTION PLAN (Updated)</b>
	2.3	<b>COMMITTEE WORKPLAN and HOT TOPICS (Updated) (pp 12 - 15 )</b>
		The Committee is asked to: <ul style="list-style-type: none"> <li>• <b>Approve</b> the minutes.</li> <li>• <b>Consider</b> actions arising therefrom.</li> <li>• <b>Review and Agree</b> the 2023 – 2024 Staff Governance Committee Workplan</li> <li>• <b>Review the hot topics on the workplan</b> and consider if any updates are needed outside the items on the agenda</li> </ul>
10.15am	3	<b>MATTERS ARISING NOT ON THE AGENDA (move to item 5)</b>
11.00	4	<b>SPOTLIGHT SESSION – Estates</b> <b>Presentation by Alan Wilson, Director of Estates and Facilities</b>
		The Committee is asked to <b>discuss</b> information and <b>note progress</b> with Level 2 People and Culture Risks.

	<b>5</b>	<b>ITEMS FOR REVIEW AND ASSURANCE</b>
<b>10.20</b>	<b>5.1</b>	<b>Area Partnership Forum minutes of meeting held on 28<sup>th</sup> October , 9<sup>th</sup> December &amp; 17<sup>th</sup> Feb 2023 (PP 16 – 35)</b>  The Committee is asked to <b>Note</b> the minutes of the forum .
<b>10.25</b>	<b>5.2</b>	<b>Health and Safety Committee minutes of meeting held on 11<sup>th</sup> October &amp; 13<sup>th</sup> December 2022 (PP 36 – 54)</b>  The Committee is asked to <b>Approve</b> the minutes of meeting
<b>10.30</b>	<b>5.3</b>	<b>Annual Committee Assurance Review</b> Report from Fiona Hogg, Director of People and Culture  The Committee is asked to review the report and progress made and to take <b>Substantial Assurance</b> from the report.
<b>10.45</b>	<b>5.4</b>	<b>Whistleblowing Q3 report</b> Report from Fiona Hogg, Director of People and Culture  The Committee is asked to review the report and take <b>Moderate Assurance</b> from the report
<b>10.55</b>	<b>5.5</b>	<b>Review of Corporate Risks</b> Report from Fiona Hogg, Director of People and Culture ( <b>PP 55 - 60</b> )  The Committee is asked to review the report and take <b>Moderate Assurance</b> on progress with mitigating our risks
<b>11.00</b>		<b>Return to Item 4</b>
		<b>11.25 – 11.35 Comfort break</b>
<b>11.35</b>	<b>5.6</b>	<b>Annual Health and Safety Review (PP)</b> Report from Bob Summers, Head of Occupational Health and Safety  The Committee is asked to <b>review</b> the report and <b>take moderate assurance</b>
	<b>5.7</b>	<b>NHS Highland's Equality Outcomes and Mainstreaming Progress report</b> Report by Gaye Boyd, Deputy Director of People  The committee is advised that this report will come to the next meeting.
	<b>6</b>	<b>ITEMS FOR INFORMATION AND NOTING</b>
<b>12.00</b>	<b>6.1</b>	<b>People and Culture Governance Update</b> Update from Fiona Hogg, Director of People and Culture

		The Committee is asked to <b>note the update</b> on progress with revising the approach and assurance for People and Culture going forward.		
12.15	6.2	<b>IPQR and Workforce Report (PP 61)</b> Report from Lori Pattinson, People Planning and Analytics Manager  The Committee is asked to <b>review</b> the content of the reports		
12.30	6.3	<b>Induction Update</b> Update from Jennifer Swanson, Head of Talent  The Committee is asked to <b>note the update</b> on progress with launching Corporate Induction.		
12.35	6.4	<b>Recruitment and Workforce Planning Audit reports (PP 62 - 99)</b> Report from Fiona Hogg, Director of People and Culture  The Committee is asked to <b>note</b> the reports and associated actions.		
12.45	7	<b>AOCB</b>		
	8	<b>NEXT MEETING</b>  <b>The next meeting is scheduled for Wednesday 10<sup>th</sup> May at 10am via TEAMS</b>		
	9	<b>2023 Meeting Dates:</b>  <b>28 June 23</b> <b>6 Sept 23</b> <b>8 Nov 23</b>		
		<b><u>Members and Attendees of the Staff Governance Committee:</u></b>		
		<table border="0"> <tr> <td style="vertical-align: top;"> <b>Members</b>   Sarah Compton- Bishop (Chair)  Jean Boardman (Vice Chair)  Philip MacRae (Non exec)  Bert Donald (Non exec)  Elspeth Caithness (Employee Director)  Kate Dumigan (Staffside)  Claire Lawrie (Staffside)  Dawn Macdonald (Staffside)  Pam Dudek (Chief Executive)   <b>Ex Officio</b>   Boyd Robertson (Chair) </td> <td style="vertical-align: top;"> <b>Attendees</b>  Fiona Hogg (Lead Executive)  Gaye Boyd (Deputy Director of People)  Geraldine Collier (People Partner, A&amp;B HSCP)  Bob Summers (Head of OHS)  David Park, (Deputy Chief Executive)  Katherine Sutton (Chief Officer, Acute)  Louise Bussell (Interim Chief Officer, HHSCP)  Fiona Davies (Chief Officer, A&amp;B HSCP)  Kate Patience-Quate (Interim Director of Nursing)  Boyd Peters (Medical Director)  Tim Allison (Director of Public Health)  Ruth Fry (Head of Comms &amp; Engagement) </td> </tr> </table>	<b>Members</b>  Sarah Compton- Bishop (Chair) Jean Boardman (Vice Chair) Philip MacRae (Non exec) Bert Donald (Non exec) Elspeth Caithness (Employee Director) Kate Dumigan (Staffside) Claire Lawrie (Staffside) Dawn Macdonald (Staffside) Pam Dudek (Chief Executive)  <b>Ex Officio</b>  Boyd Robertson (Chair)	<b>Attendees</b> Fiona Hogg (Lead Executive) Gaye Boyd (Deputy Director of People) Geraldine Collier (People Partner, A&B HSCP) Bob Summers (Head of OHS) David Park, (Deputy Chief Executive) Katherine Sutton (Chief Officer, Acute) Louise Bussell (Interim Chief Officer, HHSCP) Fiona Davies (Chief Officer, A&B HSCP) Kate Patience-Quate (Interim Director of Nursing) Boyd Peters (Medical Director) Tim Allison (Director of Public Health) Ruth Fry (Head of Comms & Engagement)
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