NHS Highland

Date of Issue: 4th May 2023

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 10th May 2023 at 10:00am
Microsoft Teams

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.
10.05	**2**	**ASSURANCE REPORTS**
	2.1	**MINUTES OF MEETINGS HELD ON 11th January 2023 & 8th March 2023 (PP1 – 19)**
	2.2	**ACTION PLAN (Updated)**
	2.3	**COMMITTEE WORKPLAN and HOT TOPICS (Updated) (PP20 – 23)**
		The Committee is asked to:
		• **Approve** the minutes.
		• **Consider** actions arising therefrom.
		• **Review** the latest 2023 – 2024 Staff Governance Committee Workplan
		• **Review the hot topics on the workplan** and consider if any updates are needed outside the items on the agenda
10.10	**3**	**MATTERS ARISING NOT ON THE AGENDA**
		Engagement action follow up Accomodation follow up for e-Health Onboarding and Exit survey update Update on approach to governance

10.20	4	**SPOTLIGHT SESSION – Partnership Working** Presentation by Elspeth Caithness, Employee Director The Committee is asked to **review and discuss** the presentation
	5	**ITEMS FOR REVIEW AND ASSURANCE**
10.45	5.1	**Area Partnership Forum minutes of meeting held on 17th Feb 2023 and 21 April 2023** **(PP24 – 43)** The Committee is asked to **Note** the minutes of the forum .
10.50	5.2	**Health and Safety Committee minutes of meeting held on (meeting on 7th February 2023 cancelled) 4th April 2023** **(PP44 – 52)** The Committee is asked **to Approve** the minutes of meeting
10.55	5.4	**Communication & Engagement Report** **(PP 53 – 62)** Report from Ruth Fry, Head of Communications & Engagement The Committee is asked to **review** the report and **take Substantial assurance**
11.10	5.5	**Strategic Risk Review** Report from Fiona Hogg, Director of People and Culture The Committee is asked to review the report and take **Moderate assurance**
11.20	5.6	**NHS Highland's Equality Outcomes and Mainstreaming Progress report** Report by Gaye Boyd, Deputy Director of People **(PP 63 – 105)** The Committee is asked to review the report and take **Moderate assurance from the report**
		11.30 – 11.40 Comfort break
11.40	5.7	**Maternity Business Case** **(PP106 – 243)** Report by Katherine Sutton, Chief Officer Acute The Committee is asked to **review** the draft report and provide any feedback.
11.50	5.8	**IPQR** **(PP 244)** Report by Gaye Boyd, Deputy Director of People **The Committee is asked to review** the content of the IPQR for May Board
	6	**ITEMS FOR INFORMATION AND NOTING**
11.55	6.1	**Induction Review** **(PP 245 – 260)** Report from Jennifer Swanson, Head of Talent, HR Services

		The Committee is asked to **review** the progress and feedback from the NHS Highland Induction.
12.15	**6.2**	**ADP update for 2022/23 and look ahead to 2023/24 (PP 261 – 265)** Report from Gaye Boyd, Deputy Director of People The Committee is asked to **review** the content of the report
12.30	**6.3**	**SGC Assurance Report (PP266)** The Committee is asked to note the updates to attendance in the report.
12.35	**6.4**	**Health & Safety Annual Report (PP267 – 327)** Bob Summers, Head of Occupational Health & Safety The Committee is asked to note the updates to the report following review and that an action plan to deliver the recommendations will be presented to EDG on 22 May 2023.
12.40	**6.5**	**SG Standard 2021/22 Monitoring feedback (PP328 – 341)** Gaye Boyd, Deputy Director of People The Committee is asked to note the feedback from Scottish Government and the areas for further consideration.
12.50	**6.6**	**Workforce report (PP 342 – 354)** Lori Pattison, Head of People Plannng and Analytics The Committee is asked to note the content of the report, including the nw metrics provided.
12.55	**7**	**AOCB**
	8	**NEXT MEETING** **The next meeting is scheduled for Wednesday 28th June 2023 at 10am via TEAMS**
	9	**2023 Meeting Dates:** **6 Sept 23** **8 Nov 23**
		<u>**Members and Attendees of the Staff Governance Committee:**</u>
		Members Sarah Compton - Bishop (Chair) Jean Boardman (Vice Chair) Philip MacRae (Non exec) / **Attendees** Gaye Boyd (Interim Director of People & Culture) Bob Summers (Head of OHS)

		Bert Donald (Non exec)	David Park, (Deputy Chief Executive)
		Elspeth Caithness (Employee Director)	Katherine Sutton (Chief Officer, Acute)
		Kate Dumigan (Staffside)	Pam Cremin (Interim Chief Officer, HHSCP)
		Claire Lawrie (Staffside)	Fiona Davies (Chief Officer, A&B HSCP)
		Dawn Macdonald (Staffside)	Louise Bussell (Director of Nursing)
		Pam Dudek (Chief Executive)	Boyd Peters (Medical Director)
			Tim Allison (Director of Public Health)
			Ruth Fry (Head of Comms & Engagement)
		Ex Officio	Alan Wilson, Director of Estates & Facilities
		Ann Clark, (Board Vice Chair)	Heledd Cooper, Director of Finance