NHS Highland na Gàidhealtachd

HIGHLAND NHS BOARD
MEETING OF THE STAFF GOVERNANCE COMMITTEE

Tuesday 05 March 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: Monday 26 February 2024

AGENDA

Time	1.	Standing Items	Page
10.00 am	1.1	**Welcome and Apologies**	
	1.2	**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 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.	

	2.	Assurance Reports	
10.05 am	2.1	**Minutes of Meeting held on** 16 February 2024	**PP. 1 - 11**
10.10 am	2.2	**Action Plan**	**Excel Sheet**
10.15 am	2.3	**Committee Workplan**	**Excel Sheet**
		The Committee is asked to: • **Approve** the minute. • **Consider** actions arising therefrom. • **Note** the latest version of the committee Action Plan and **agree** to the proposed closure of any noted actions. • **Review** and **agree** the latest version of the Committee Workplan 2024-2025 and ensure that the topics for forthcoming meetings cover the priority items. •	

	3.	Matters arising not on the Agenda	
10.20 am	3.1	**Improvement Notices at New Craigs – Update**	**PP. 12 - 18**
		Report by Gareth Adkins, Director of People & Culture	
		The Committee is asked to **review** the report and take **moderate** assurance.	
10.30 am	3.2	**Statman Plan Update**	**PP. 19 - 23**
		Report by Gareth Adkins, Director of People & Culture	
		The Committee is asked to **review** the report and take **moderate** assurance.	

	4	Spotlight Session	
10.40 am		**People and Culture**	
		Presentation by Gareth Adkins, Director of People & Culture	

	5.	**Items for Review and Assurance**	
10.50 am	5.1	**IPQR Report & SGC Metrics**	**PP. 24 - 30**
		Report by Gareth Adkins, Director of People & Culture	
		The Committee is asked to **review** and take **moderate** assurance from the report.	
11.00 am	5.2	**Health and Care Staffing Act**	**PP. 31 - 36**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to **review** and take **moderate** assurance from the report.	
11.10 am	5.3	**Strategic Risk Review**	**PP. 37 - 45**
		Report by Gareth Adkins, Director of People & Culture	
		The Committee is asked to **review** and take **moderate** assurance from the report.	
11.20 am		**Comfort Break (10 mins)**	
11.30 am	5.4	**Workforce Policies review**	**PP. 46 - 49 & Excel Sheet**
		Gaye Boyd, Deputy Director of People	
		The Committee is asked to **review** and take **substantial** assurance from the report.	
11.40 am	5.5	**Whistleblowing Report Q3**	**PP. 50 - 54**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to **review** and take **moderate** assurance from the report.	
11.50 am	5.6	**Appraisal and PDP Improvement Plan**	**PP. 55 - 59**
		Report by Gareth Adkins, Director of People & Culture	
		The Committee is asked to **review** and take **moderate** assurance from the report.	
	6.	**Committee Business**	
12.00 pm	6.1	**Staff Governance Committee Annual Report**	**PP. 60 - 64**
		Report by Ann Clark, Vice Board Chair	
		The Committee is asked to **endorse** the Staff Governance Annual Report 2023-24.	
12.10 pm	6.2	**Assurance Report on Committee Self-Assessment**	**PP. 65 - 73**
		Report by Ann Clark, Vice Board Chair	
		The Committee is asked to **approve** the proposed actions and take **moderate** assurance from the Assurance Report on Committee Self-Assessment.	
	7.	**Items for Information and Noting**	
12.20 pm	7.1	**Area Partnership Forum minutes of meeting held on** 16 February 2024	**PP. 74 - 86**
		The Committee is asked to **note** the minutes of the committee.	
12.25 pm	7.2	**Health and Safety Committee update of meeting held on** 20 February 2024	
		Verbal Update by Gareth Adkins, Director of People & Culture	
		The Committee is asked to **note** the verbal update.	
12.35 pm	7.3	**Staff Governance Standard Monitoring**	
		Verbal Update by Gaye Boyd, Deputy Director of People and Culture.	
		The Committee is asked to **note** the verbal update.	
12.45 pm	**8.**	**Any other Competent Business**	
12.55 pm	**9.**	**Date & Time of Next Meeting**	
		The next team meeting is scheduled for Tuesday 7 May 2024 at 10 am via TEAMS.	

OFFICIAL

12.55 pm	10.	**2024 Meeting Schedule**	
		The Committee is asked to note 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	Attendees
Ann Clark (Interim Chair)	Gareth Adkins (Director of People)
	Gaye Boyd (Deputy Director of People)
Philip MacRae (Vice Chair)	Heledd Cooper (Director of Finance)
Steve Walsh (Non Exec)	David Park (Deputy Chief Executive)
Bert Donald (Non Exec)	Katherine Sutton (Chief Officer, Acute)
Elspeth Caithness (Employee Director)	Louise Bussell (Nurse Director)
Kate Dumigan (Staffside)	Fiona Davies (Chief Officer, A & B HSCP)
Claire Laurie (Staffside)	Pam Cremin (Chief Officer for HSCP)
Dawn Macdonald (Staffside)	Boyd Peters (Medical Director)
Pam Dudek (Chief Executive)	Tim Allison (Director of Public Health)
	Richard MacDonald (Director of Estates, Facilities & Capital Planning)
	Simon Steer (Director of Adult Social Care)