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Date of Issue:

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 11th May 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 9th March 2022 (pp 1-12)
	2.2	ACTION PLAN (Updated) (pp)
	2.3	COMMITTEE WORKPLAN (Updated) (pp 13-15)
		The Committee is asked to: <ul style="list-style-type: none"> • Approve the minute. • Consider actions arising therefrom. • Review and Agree the latest version of the Staff Governance Committee Workplan 2022 – 2023 and ensure that the topics for forthcoming meetings cover the priority items.
10.15	3	MATTERS ARISING NOT ON THE AGENDA
10.20	4	SPOTLIGHT SESSION
		Corporate Support Services Presentation by Gayle Macrae, People Partner Corporate Services

10.45	5	WELL INFORMED
	5.1	Communications and Engagement Update Report by Ruth Fry, Head of Communications & Engagement (pp 16-20) The Committee is asked to: Note the update and take moderate assurance from the report
11.05	5.2	Together We Care Strategy / A&B HSCP Strategy Presentation by Lorraine Cowie, Head of Strategy & Transformation The Committee is asked to note the progress update and the timescales for finalising the strategy.
	5.3	People Strategy and Plan – approach and timescales Presentation by Gaye Boyd– Deputy Director of People The Committee is asked to note the progress and timescales for finalising the People Strategy and Plan
	5.4	Workforce Strategy and Planning cycle Presentation by Kevin Colclough – Head of People planning, analytics and reward The Committee is asked to note the update regarding the NHS Scotland Workforce Strategy and the timescales and approach for completing the 3 year workforce plan.
	6	APPROPRIATELY TRAINED AND DEVELOPED
	6.1	Statutory and Mandatory Audit & Root Cause outcome and plan Update by Fiona Hogg, Director of People & Culture (pp 21-55) The Committee is asked to review and comment on the proposed action plan and take limited assurance from the report
		COMFORT BREAK 11.10- 11.20
	7	INVOLVED IN DECISIONS
	7.1	Area Partnership Forum verbal update of meeting held on 5 May 2022 (pp 85-89) The Committee is asked to Note the update.
	7.2	IPQR To Follow Report by Fiona Hogg, Director of People and Culture The Committee is asked to Note the content of the IPQR
	7.3	Facility and Partnership Time Update Report by Gaye Boyd, Deputy Director of People The Committee is asked to note the progress made and further actions proposed. The Committee is invited to take moderate assurance .

7.4	Healing Process Reports Verbal report by Fiona Hogg, Director of People & Culture	
		The Committee is asked to note the update on progress and timings.
8	TREATED FAIRLY AND CONSISTENTLY, WITH DIGNITY AND RESPECT, IN AN ENVIRONMENT WHERE DIVERSITY IS VALUED	
8.1	Culture Oversight Group Minutes from meeting held on 28th March 2022 (PP 56-57)	
		The Committee is asked to Approve the minute of the meeting.
8.2	Culture Update Report by Fiona Hogg, Director of People & Culture	(PP 58-70)
		The Committee is asked to Note the update and take Moderate assurance of the report
9	PROVIDED WITH A CONTINUOUSLY IMPROVING AND SAFE WORKING ENVIRONMENT, PROMOTING THE HEALTH AND WELLBEING OF STAFF, PATIENTS AND THE WIDER COMMUNITY	
9.1	Minutes and assurance report from Health and Safety Committee 5 April 2022 (PP 71-79)	
		The Committee is asked to Approve the minutes of meeting held on 5 th April
9.2	Whistleblowing update (Q4) Report from Fiona Hogg, Director of People & Culture	To Follow
		The Committee is asked to review and approve the report for submission to the board and to take moderate assurance from the report.
9.3	Staff Governance Standard Monitoring Feedback	(PP 80-84)
		The Committee is asked to note the letter and feedback from Scottish Government.
9.4	Risk Review – Strategic and Level 2 Registers Verbal Update from Fiona Hogg, Director of People and Culture	
		The Committee is asked to note the update from the Risk Management Steering Group.
10	AOCB	
11	NEXT MEETING	
		The next meeting is scheduled for Wednesday 6th July at 10am via TEAMS

		<u>Members and Attendees of the Staff Governance Committee:</u>
	<p>Members</p> <p>Sarah Compton- Bishop (Chair) Jean Boardman (Vice Chair) Philip MacRae (Non exec) Bert Donald (Non exec) Elsbeth Caithness(Employee Director) Etta Mackay (Staffside) Kate Dumigan (Staffside) Pam Dudek (Chief Executive)</p> <p>Ex Officio</p> <p>Boyd Robertson (Chair)</p>	<p>Attendees</p> <p>Fiona Hogg (Lead Executive) Gaye Boyd (Deputy Director of People) Geraldine Collier (People Partner, A&B HSCP) 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, HHSCP) Fiona Davies (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)</p>