

**HIGHLAND NHS BOARD
 MEETING OF THE STAFF GOVERNANCE COMMITTEE**

**Wednesday 8th November 2023 at 10am
 Microsoft Teams**

- **All cameras should be turned on**
- **Use raise hand facility to discuss items – do not use MS Teams chat**

Distribution:

AGENDA

Time	1.	Standing Items	Page
10.00am	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	
10.05am	2.1	Minutes of Meeting held on 06 September 2023	1 - 10
10.10am	2.2	Action Plan (Updated)	Excel Sheet
10.20am	2.3	Committee Workplan (Updated) including Hot Topics <ul style="list-style-type: none"> • Statutory and mandatory training compliance • Improvement Notices at New Craigs • Oban Medical Staffing Plan – update • Workforce costs and availability • Improving data and insights • Winter planning and resilience (including industrial action) 	Excel Sheet
		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 2023–2024 and ensure that the topics for forthcoming meetings cover the priority items. • Review the hot topics on the workplan and consider if any updates are needed outside the items on the agenda 	
	3.	Matters arising not on the Agenda	
	4	Spotlight Session	
10.30am		Finance	Powerpoint
		Presentation by Heledd Cooper, Director of Finance	
	5.	Items for Approval	
	5.1	Staff Governance Monitoring Response	11 - 27

	Report by Gaye Boyd, Deputy Director of People & Culture The Committee is asked to note the response	
6.	Items for Review and Assurance	
6.1	People & Culture ADP Q1 Report Report by Gareth Adkins, Director of People & Culture The Committee is asked to review the report and take moderate assurance from the report	28 - 31
6.2	IPQR/Metrics Report by Gareth Adkins, Director of People & Culture The Committee is asked to review and take moderate assurance from the report	32 - 38
6.3	Comms & Engagement – 6th Monthly Report Report by Ruth Fry, Head of Comms & Engagement The Committee is asked to review the report and take moderate assurance from the report	39 - 71
	Comfort Break (10 mins)	
6.4	Winter Planning Report by Lorraine Cowie, Head of Strategy The committee will be asked to review and take limited assurance from the report	72 - 83
6.5	Statutory and Mandatory Training Implementation Plan Report by Gareth Adkins, Director of People & Culture The Committee is asked to review and take moderate assurance from the report	84 - 98
6.6	Whistleblowing Q2 Report Report by Gareth Adkins, Director of People & Culture The Committee is asked to review and take moderate assurance from the report	99 - 103
6.7	Whistleblowing and Speaking Up Action Plan Report by Gareth Adkins, Director of People & Culture The Committee is asked to review and take moderate assurance from the report	104 - 108
6.8	Strategic Risk Review Report by Gareth Adkins, Director of People & Culture The Committee is asked to review and take moderate assurance from the report	109 - 119
6.9	Health & Safety Action Plan Update Report by Gareth Adkins, Head of People & Culture The Committee is asked to review and take limited assurance from the report	120 - 151
6.9	Blueprint for Good Governance – Delivery of Actions Progress Update Report by Ruth Daly, Board Secretary The Committee is asked to review and take moderate assurance from the report	152 - 162
7.	Items for Information and Noting	
7.1	Area Partnership Forum minutes of meeting held on 20 October 2023 The Committee is asked to Note the minutes of the committee.	163 - 173
7.2	Health and Safety Committee minutes of meeting held on 12 September 2023 The Committee is asked to Note the minutes of the committee.	174 - 183
8.	Any other Competent Business	

9.	Date & Time of Next Meeting	
		The next team meeting is scheduled for Wednesday 16 January 2024 at 10am via TEAMS.
10.	2024 Meeting Schedule	
		The Committee is asked to note the remaining meeting Schedule for 2024:
		5 March 2024 7 May 2024 9 July 2024 3 September 2024 5 November 2024

Members and Attendees of the Staff Governance Committee

Members

Ann Clark (Interim Chair)

Philip MacRae (Vice Chair)
Sarah Compton-Bishop (Non Exec)
Bert Donald (Non Exec)

Elsbeth Caithness (Employee Director)
Kate Dumigan (Staffside)

Claire Laurie (Staffside)

Dawn Macdonald (Staffside)
Pam Dudek (Chief Executive)

Attendees

Gareth Adkins (Director of People)
Gaye Boyd (Deputy Director of People)
Heledd Cooper (Director of Finance)
David Park (Deputy Chief Executive)
Katherine Sutton (Chief Officer, Acute)
Louise Bussell (Nurse Director)
Fiona Davies (Chief Officer, A & B HSCP)
Pam Cremin (Chief Officer for HSCP)
Boyd Peters (Medical Director)
Tim Allison (Director of Public Health)
Alan Wilson (Director of Estates, Facilities & Capital Planning)
Simon Steer (Director of Adult Social Care)