

*Date of Issue: 1<sup>st</sup> September 2022*

## MEETING OF THE STAFF GOVERNANCE COMMITTEE

**Wednesday 7<sup>th</sup> September at 10:00am**  
**Microsoft Teams**

<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
<b>1.1</b>	<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.	
<b>2</b>	<b>ASSURANCE REPORTS</b>	
<b>2.1</b>	<b>MINUTES OF MEETINGS HELD ON 11<sup>th</sup> May and 20<sup>th</sup> July 2022</b>	<b>(pp 1 - 17)</b>
<b>2.2</b>	<b>ACTION PLAN (Updated)</b>	<b>(pp )</b>
<b>2.3</b>	<b>COMMITTEE WORKPLAN (Updated)</b>	<b>(pp 18 - 19)</b>
	The Committee is asked to:	
	<ul style="list-style-type: none"> <li>• <b>Approve</b> the minute.</li> <li>• <b>Consider</b> actions arising therefrom.</li> <li>• <b>Review</b> and <b>Agree</b> the latest version of the Staff Governance Committee Workplan 2022 – 2023 and ensure that the topics for forthcoming meetings cover the priority items.</li> </ul>	
<b>3</b>	<b>MATTERS ARISING NOT ON THE AGENDA</b>	
<b>3.1</b>	<b>Review of Committee Terms Of Reference – Sarah Compton-Bishop (pp20 – 23)</b>	
<b>4</b>	<b>SPOTLIGHT SESSION</b>	
	<b>Spotlight Session - E-Health - Iain Ross</b>	

	<b>5</b>	<b>WELL INFORMED</b>
	<b>5.1</b>	<b>Communications and Engagement Update Report by Ruth Fry, Head of Communications &amp; Engagement (pp 24 – 28)</b>  The Committee is asked to: <b>Note</b> the update and take <b>Moderate assurance</b> from the report
	<b>5.2</b>	<b>Approach to measuring Colleague Engagement and Experience Presentation by Fiona Hogg – Director of People &amp; Culture</b>  The Committee is asked to: <b>Note</b> the update and approach set out in the presentation
	<b>6</b>	<b>APPROPRIATELY TRAINED AND DEVELOPED</b>
		<b>COMFORT BREAK 11.10- 11.20</b>
	<b>7</b>	<b>INVOLVED IN DECISIONS</b>
	<b>7.1</b>	<b>Area Partnership Forum minutes of meeting held on 24<sup>th</sup> June, no minutes are available at this time for the 26<sup>th</sup> August meeting (pp29 – 38)</b>  The Committee is asked to <b>Note</b> the minutes of the committee.
	<b>7.2</b>	<b>Update on Staff Governance Standard Monitoring for 2021/2 (pp 39 – 51)</b> Report by Gaye Boyd, Deputy Director of People  The Committee is asked to take <b>Substantial assurance</b> on the approach proposed and timescales set.
	<b>7.3</b>	<b>Update on Partnership Working and Facility Time (pp 52 – 60)</b> Report by Gaye Boyd, Deputy Director of People and Elspeth Caithness, Employee Director  The Committee is asked to <b>Note</b> the update on Partnership working and allocation of facility time.
	<b>8</b>	<b>TREATED FAIRLY AND CONSISTENTLY, WITH DIGNITY AND RESPECT, IN AN ENVIRONMENT WHERE DIVERSITY IS VALUED</b>
	<b>8.1</b>	<b>Culture Oversight Group -verbal report from meeting held on 15 August 2022</b>  <b>The Committee is asked to note</b> that meeting took place to update on progress with the People and Culture elements of the strategy, ADP and Workforce plan.
	<b>8.2</b>	<b>Guardian Service Annual Report (pp 61 – 81)</b> Report from Derek McIlroy and Julie McAndrew, Guardian Service  <b>The Committee is asked to note</b> the report from the Guardian Service

	<b>9</b>	<b>PROVIDED WITH A CONTINUOUSLY IMPROVING AND SAFE WORKING ENVIRONMENT, PROMOTING THE HEALTH AND WELLBEING OF STAFF, PATIENTS AND THE WIDER COMMUNITY</b>				
	<b>9.1</b>	<b>Minutes and assurance report from Health and Safety Committee on 7<sup>th</sup> June (pp 82 - 90)</b>  <b>The Committee is asked to Approve</b> the minutes of meeting held on 7 <sup>th</sup> June 2022				
	<b>9.2</b>	<b>Whistleblowing Annual Report</b> <b>Report from Fiona Hogg, Director of People &amp; Culture (PP)</b>  <b>The Committee is asked to review and feedback</b> on the contents of the draft report				
	<b>9.3</b>	<b>Risk Review including Corporate Risks and Level 2 Risk Registers</b> <b>Report from Fiona Hogg, Director of People and Culture (PP)</b>  The Committee is asked to review the report and progress made and to take <b>Limited Assurance</b> from the report.				
	<b>10</b>	<b>AOCB</b>				
	<b>11</b>	<b>NEXT MEETING</b>  <b>The next meeting is scheduled for Wednesday 9<sup>th</sup> November at 10am via TEAMS</b>				
	<b>11.1</b>	<b>Proposed 2023 Meeting Dates:</b>  <b>9 Nov 22</b> <b>11 Jan 23</b> <b>8 March 23</b> <b>10 May 23</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="1"> <thead> <tr> <th><b>Members</b></th> <th><b>Attendees</b></th> </tr> </thead> <tbody> <tr> <td>Sarah Compton- Bishop (Chair) Jean Boardman (Vice Chair) Philip MacRae (Non exec) Bert Donald (Non exec) Elspeth Caithness (Employee Director) Kate Dumigan (Staffside) Pam Dudek (Chief Executive)</td> <td>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)</td> </tr> </tbody> </table>	<b>Members</b>	<b>Attendees</b>	Sarah Compton- Bishop (Chair) Jean Boardman (Vice Chair) Philip MacRae (Non exec) Bert Donald (Non exec) Elspeth Caithness (Employee Director) Kate Dumigan (Staffside) Pam Dudek (Chief Executive)	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)
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		<p><b>Ex Officio</b></p> <p>Boyd Robertson (Chair)</p>	<p>Louise Bussell (Interim Chief Officer, HHSCP)</p> <p>Fiona Davies (Chief Officer, A&amp;B HSCP)</p> <p>Heidi May (Director of Nursing)</p> <p>Boyd Peters (Medical Director)</p> <p>Tim Allison (Director of Public Health)</p> <p>Ruth Fry (Head of Comms &amp; Engagement)</p>
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