

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

**Tuesday 14 January 2025 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: Tuesday 6th January 2025

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 05 November 2024	PP 1 - 9
10.10 am	2.2	Action Plan	Excel Sheet
10.15 am	2.3	Committee Workplan	Excel Sheet
		The Committee is asked to: <ul style="list-style-type: none"> • 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. • Note the Committee Workplan 2024-2025 	
	3.	Matters arising not on the Agenda	
	3.1	Staff Governance Monitoring Report Verbal update by Gareth Adkins, Director of People and Culture The Committee is asked to note the update	Verbal
	3.2	PDP and Appraisal Action Plan Verbal update by Gareth Adkins, Director of People and Culture The Committee is asked to note the update	Verbal
	4.	Spotlight Session	
		Estates – Richard Macdonald, Director of Estates, Facilities and Capital Planning	Powerpoint
	5.	Items for Review and Assurance	
	5.1	People and Culture Portfolio Board Update Report by Gaye Boyd, Deputy Director of People The Committee is asked to note the content of the report and take moderate assurance.	PP 10 - 15
	5.2	Health and Care Staffing Act Q2 Report Report by Gareth Adkins, Director of People and Culture The Committee is asked to note :	PP 16 - 32

		<ul style="list-style-type: none"> the requirements placed on the board by the Act moderate assurance and the information provided in this paper and appendices. 	
		Comfort Break (10 mins)	
	5.3	Statutory and Mandatory Training Improvement Action Plan Report by Gaye Boyd, Deputy Director of People	PP 33 - 36
		The Committee is asked to note the content of the report and take substantial assurance.	
	5.4	Strategic Risk Review Report by Gareth Adkins, Director of People and Culture	PP 37 - 55
		The Committee is asked to note the content of the report and take moderate assurance from: <ul style="list-style-type: none"> the review and refresh of the people and culture strategic risks plan to present the finalised level 2 people and culture risk to the next committee meeting. 	
	5.5	Integrated Performance and Quality Report Report by Gareth Adkins, Director of People and Culture	PP 56 - 87
		The Committee is asked to note the content of the report and take moderate assurance.	
	5.6	Equality, Diversity and Inclusion Strategy Report by Gaye Boyd, Deputy Director of People	PP 88 - 103
		The Committee is asked to note the content of the report and take moderate assurance.	
	5.6.1	Equality Outcomes Report by Gaye Boyd, Deputy Director of People	PP 104 - 119
		The Committee is asked to note the content of the report and take moderate assurance	
	5.7	Employability Strategy Report by Gaye Boyd, Deputy Director of People	PP 120 - 134
		The Committee is asked to note the content of the report and take moderate assurance.	
	5.8	Annual Review of Staff Governance Committee Terms of Reference Report by Ruth Daly, Board Secretary	PP 135 - 141
		The Committee is invited to: <ul style="list-style-type: none"> (a) Agree the revised Terms of Reference as shown in the appendix to this report, and (b) Note the revised ToR will be submitted to the Audit Committee and the Board for approval in March 2025 and included in the updated Code of Corporate Governance thereafter. 	
	6.	Items for Information and Noting	
	6.1	Area Partnership Forum minutes of meeting held on 13 December 2024	PP 142 - 154
	6.2	Health and Safety Committee Minutes of meeting held on 3 December 2024	PP 155 - 161
	7.	Any other Competent Business	
	7.1	Review / summary of meeting for Chair to highlight to Board.	
	8.	Date & Time of Next Meeting The next meeting is scheduled for Tuesday 4 March 2025 at 10 am via Microsoft Teams.	
	9.	Future Meetings Schedule	

1.00pm		<p>The Committee is asked to note the remaining meeting schedule for 2025:</p> <p>6 May 2025 1 July 2025 2 September 2025 4 November 2025</p>	
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Members and Attendees of the Staff Governance Committee

Members

- Ann Clark (Chair)

- Philip MacRae (Vice Chair)
- Steve Walsh (Non Exec)
- Bert Donald (Non Exec)

- Elspeth Caithness (Employee Director)
- Kate Dumigan (Staffside)

- Claire Laurie (Staffside)
- Dawn Macdonald (Staffside)
- Fiona Davies (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)
- Evan Beswick (Interim Chief Officer, A & B HSCP)
- Pam Stott (Chief Officer for HSCP)
- Boyd Peters (Medical Director)
- Tim Allison (Director of Public Health)
- Richard MacDonald (Director of Estates, Facilities & Capital Planning)
- Simon Steer (Director of Adult Social Care)