

**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 6<sup>th</sup> January 2025

**AGENDA**

| Time     | 1.  | Standing Items                                                                                                                                                                                                                                                                                                                                                                                               | Page               |
|----------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 10.00 am | 1.1 | <b>Welcome and Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                 |                    |
|          | 1.2 | <b>Declarations of Interest</b><br>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.  | <b>Assurance Reports</b>                                                                                                                                                                                                                                                                                                                                                                                     |                    |
| 10.05 am | 2.1 | <b>Minutes of Meeting held on 05 November 2024</b>                                                                                                                                                                                                                                                                                                                                                           | <b>PP 1 - 9</b>    |
| 10.10 am | 2.2 | <b>Action Plan</b>                                                                                                                                                                                                                                                                                                                                                                                           | <b>Excel Sheet</b> |
| 10.15 am | 2.3 | <b>Committee Workplan</b>                                                                                                                                                                                                                                                                                                                                                                                    | <b>Excel Sheet</b> |
|          |     | <b>The Committee is asked to:</b> <ul style="list-style-type: none"> <li>• <b>Approve</b> the minute.</li> <li>• <b>Consider</b> actions arising therefrom.</li> <li>• <b>Note</b> the latest version of the committee Action Plan and <b>agree</b> to the proposed closure of any noted actions.</li> <li>• <b>Note</b> the Committee Workplan 2024-2025</li> </ul>                                         |                    |
|          | 3.  | <b>Matters arising not on the Agenda</b>                                                                                                                                                                                                                                                                                                                                                                     |                    |
|          | 3.1 | <b>Staff Governance Monitoring Report</b>                                                                                                                                                                                                                                                                                                                                                                    | <b>Verbal</b>      |
|          |     | Verbal update by Gareth Adkins, Director of People and Culture                                                                                                                                                                                                                                                                                                                                               |                    |
|          |     | The Committee is asked to note the update                                                                                                                                                                                                                                                                                                                                                                    |                    |
|          | 3.2 | <b>PDP and Appraisal Action Plan</b>                                                                                                                                                                                                                                                                                                                                                                         | <b>Verbal</b>      |
|          |     | Verbal update by Gareth Adkins, Director of People and Culture                                                                                                                                                                                                                                                                                                                                               |                    |
|          |     | The Committee is asked to note the update                                                                                                                                                                                                                                                                                                                                                                    |                    |
|          | 4.  | <b>Spotlight Session</b>                                                                                                                                                                                                                                                                                                                                                                                     |                    |
|          |     | <b>Estates</b> – Richard Macdonald, Director of Estates, Facilities and Capital Planning                                                                                                                                                                                                                                                                                                                     | <b>Powerpoint</b>  |
|          | 5.  | <b>Items for Review and Assurance</b>                                                                                                                                                                                                                                                                                                                                                                        |                    |
|          | 5.1 | <b>People and Culture Portfolio Board Update</b>                                                                                                                                                                                                                                                                                                                                                             | <b>PP 10 - 15</b>  |
|          |     | Report by Gaye Boyd, Deputy Director of People                                                                                                                                                                                                                                                                                                                                                               |                    |
|          |     | The Committee is asked to <b>note</b> the content of the report and take <b>moderate</b> assurance.                                                                                                                                                                                                                                                                                                          |                    |
|          | 5.2 | <b>Health and Care Staffing Act Q2 Report</b>                                                                                                                                                                                                                                                                                                                                                                | <b>PP 16 - 32</b>  |
|          |     | Report by Gareth Adkins, Director of People and Culture                                                                                                                                                                                                                                                                                                                                                      |                    |
|          |     | The Committee is asked to <b>note</b> :                                                                                                                                                                                                                                                                                                                                                                      |                    |

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

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| 1.00pm |  | <p><b>The Committee is asked to note</b> the remaining meeting schedule for 2025:</p> <p>6 May 2025<br/>1 July 2025<br/>2 September 2025<br/>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)
  
- Elsbeth 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)