

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

**Tuesday 6th May 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: Monday 28th April 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.	
10.05 am	2.	Assurance Reports	
	2.1	Minutes of Meeting held on 01 March 2025	PP. 1 - 11
	2.2	Action Plan	Excel Sheet
	2.3	Committee Workplan 2025 - 26	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 2025 - 26 	
	3.	Matters arising not on the Agenda	
10.20 pm	3.1	Appraisal and PDP Improvement Plan Update Report by Gareth Adkins, Director of People and Culture The Committee is asked to note the update.	Verbal
	3.2	Health and Safety Reporting Argyll and Bute Update Report by Gareth Adkins, Director of People and Culture The Committee is asked to note the update.	Verbal
	4.	Spotlight Session	
10.35 pm	4.1	Acute Katherine Sutton, Chief Officer for Acute	PP. 230 - 237
10.55 pm	4.2	Employability Megan Glass, Employability Lead	PP. 12 - 26
	5.	Items for Review and Assurance	
11.15 am	5.1	People and Culture Portfolio Board Update Report by Gaye Boyd, Deputy Director of People The Committee is asked to note the report and take moderate assurance.	PP. 27 - 32

11.30 am	5.2	Integrated Performance and Quality Report Report by Gareth Adkins, Director of People and Culture The Committee is asked to note the report and take moderate assurance.	PP. 33 - 35
11.40 am		Comfort Break (10 mins)	
11.50 am	5.3	Education, Learning and Organisational Development Annual Report Report by Gaye Boyd, Deputy Director of People The Committee is asked to note the report and take substantial assurance.	PP. 36 - 50
12.00 pm	5.4	Medical Education Annual Report Report by Helen Freeman, Director of Medical Education The Committee is asked to note the report and take moderate assurance.	PP. 51 - 70
12.10 pm	5.5	Annual Delivery Plan Report by Gareth Adkins, Director of People and Culture The Committee is asked to note the report and take substantial assurance.	PP. 71 - 180
12.25 pm	5.6	Strategic Risk Review Report by Gareth Adkins, Director of People and Culture The Committee is to note the report and take moderate assurance.	PP. 181 - 190
12.35 pm	5.7	Staff Governance Monitoring 23/24 Report by Gareth Adkins, Director of People and Culture The Partnership Forum is asked to take moderate assurance and to <ul style="list-style-type: none"> Note the request from Scottish Government to provide an update on the assurance request in September 2024 against the staff governance standard Note the response to Scottish Government including: <ul style="list-style-type: none"> We have been unable to reach a consensus agreement with staffside to date Further discussions are required with relevant unions to identify additional actions or areas of focus that could be included and this can then be discussed with the wider staffside group Draft letter to be submitted to Scottish Government 	PP. 191 – 208 & Excel Sheet
12.45 pm	6.	Items for Information and Noting	
	6.1	Area Partnership Forum update of meeting held on 4 April 2025	PP. 209 - 222
	6.2	Health and Safety Committee Minutes of meeting held on 1 April 2025	PP. 223 - 229
	7.	Any other Competent Business	
12.50 pm	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 1 st July 2025 at 10 am via Microsoft Teams.	
	9.	Future Meetings Schedule The Committee is asked to note the remaining meeting schedule for 2025/26: 2 September 2025 4 November 2025 13 January 2026 3 March 2026	
13.00 pm			

Members and Attendees of the Staff Governance Committee

Members

Philip MacRae (Chair)

Insert (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)