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HIGHLAND NHS BOARD
MEETING OF THE STAFF GOVERNANCE COMMITTEE

Tuesday 4th March 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 25th February 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.	

10.05am	**2.**	**Assurance Reports**	
	2.1	**Minutes of Meeting held on** 14 January 2025	**PP 1- 10**
	2.2	**Action Plan**	**Excel Sheet**
	2.3	**Committee Workplan 2024-25**	**Excel Sheet**
		The Committee is asked to: • **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	
	2.4	**Committee Workplan 2025-26** The Committee is asked to **agree** the Committee Workplan for 2025-26	**Excel Sheet**
10.20am	**3.**	**Matters arising not on the Agenda**	
	3.1	**Staff Governance Monitoring Report Update**	**Verbal**
		Update from Gareth Adkins, Director of People and Culture	
		The Committee is asked to **note** the update	
	3.2	**Staff Governance Committee Terms of Reference Update**	**Verbal**
		Update from Gareth Adkins, Director of People and Culture	
		The Committee is asked to **note** the update	
	3.3	**Appraisal and PDP Improvement Plan**	**PP 11 - 17**
		Update from Gareth Adkins, Director of People and Culture	
		The Committee is asked to **note**: • Progress with identifying a key barrier to turas appraisal and PDP completion rates improving and further guidance provided to address incomplete sign-offs • Additional management level reporting which is assisting in identifying areas to focus on and progress discussions with managers on completing appraisals	

		• Work required to understand from managers and staff at all levels what barriers exist to completing appraisals and PDPs and take **moderate** assurance.	
	4.	**Spotlight Session**	
		None	

	5.	Items for Review and Assurance	
10.40am	5.1	**Portfolio Board Update**	**PP 18 - 24**
		Report by Gaye Boyd, Deputy Director of People	
		The Committee is asked to **note** the report and take **moderate** assurance.	
10.50am	5.2	**Integrated Performance and Quality Report**	**PP 25 - 56**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to **note** the content of the report and take **moderate** assurance.	
		Comfort Break (10 mins)	
11.00am	5.3	**Workforce Policies Review**	**PP 57 - 60**
		Report by Gaye Boyd, Deputy Director of People	
		The Committee is asked to **note** the content of the report and take **substantial** assurance.	
11.10am	5.4	**Equality, Diversity and Inclusion Gender Pay Gap**	**PP 61 - 87**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to **note** the content of the report and take **substantial** assurance.	
11.15am	5.5	**Equalities, Diversity and Inclusion Strategy (Final)**	**PP 88 - 104**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to **approve** the strategy document for publication and take **substantial** assurance.	
11.20am	5.5.1	**Equality Outcomes (Final)**	**PP 105 - 144**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to **note** the report and take **moderate** assurance.	
11.25am	5.6	**Employability Strategy (Final)**	**PP 145 - 160**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to **approve** the strategy document for publication and take **substantial** assurance.	
11.40am	5.7	**Communications and Engagement 6-monthly Update /Staff Engagement Plan Update**	**PP 161 - 190**
		Report by Ruth Fry, Head of Communications and Engagement	
		The Committee is asked to: • **Assurance** – members are asked to take **substantial** assurance of progress against the Communications and Engagement Strategy • **Decision** – members are asked to **agree** the Staff Engagement Plan	
11.50am	5.8	**Whistleblowing Q3 Report**	**PP 191 - 197**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to take **moderate** assurance – To give confidence of compliance with legislation, policy and Board objectives noting challenges with timescales due to the complexity of cases and investigations.	
11.55pm	5.9	**Confidential Contacts Report**	**PP 198 - 217**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to: • accept **substantial** assurance in relation to the process followed to develop and evaluate options for future delivery of our confidential contacts service • **note** the preferred option to establish an in-house funded confidential contacts service which will be progressed.	
12.05pm	5.10	**Health and Care Staffing Act Annual Report**	**PP 218 - 237**
		Report by Gareth Adkins, Director of People and Culture	

		The Committee is asked • to **note** the requirements placed on the board by the Act The Committee is asked • to take **moderate** assurance and review and scrutinise the information provided in this paper and appendices.	
12.15pm	5.11	**Strategic Risk Review**	**PP 238 – 248**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked **note** the content of the report and take **moderate** assurance from • The review and refresh of the people and culture strategic risks • Ongoing work to finalise level 2 risks	
12.25pm	5.12	**Staff Governance Committee Annual Report**	**PP 249 - 253**
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to **note** the report.	
12.35pm	5.13	**Staff Governance Committee Self-Assessment Report**	**PP 254 - 258**
		Report by Ann Clark, Chair of Staff Governance Committee	
		The Committee is asked to: • Discuss the proposed areas of focus for the 25/26 action plan and **agree** any necessary actions arising from the Committee Self-Assessment. • The Committee is recommended to take **moderate** assurance that the self-assessment for 2024 has been completed appropriately. The assurance level will be raised to substantial following implementation of any agreed actions.	
12.45pm	**6.**	**Items for Information and Noting**	
	6.1	**Area Partnership Forum update of meeting held on** 14 February 2025	
	6.2	**Health and Safety Committee Minutes of meeting held on** 4 February 2025	**PP 261 - 266**

	7.	**Any other Competent Business**	
12.50pm	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 6 May 2025 at 10 am via Microsoft Teams.	
	9.	**Future Meetings Schedule**	
1.00pm		**The Committee is asked to note** the remaining meeting schedule for 2025/26: 1 July 2025 2 September 2025 4 November 2025 13 January 2026 3 March 2026	

Members and Attendees of the Staff Governance Committee

Members	**Attendees**
Ann Clark (Chair)	Gareth Adkins (Director of People) Gaye Boyd (Deputy Director of People)
Philip MacRae (Vice Chair)	Heledd Cooper (Director of Finance)

Steve Walsh (Non Exec)	David Park (Deputy Chief Executive)
Bert Donald (Non Exec)	Katherine Sutton (Chief Officer, Acute)
Elspeth Caithness (Employee Director)	Louise Bussell (Nurse Director)
Kate Dumigan (Staffside)	Evan Beswick (Interim Chief Officer, A & B HSCP)
Claire Laurie (Staffside)	Pam Stott (Chief Officer for HSCP)
Dawn Macdonald (Staffside)	Boyd Peters (Medical Director)
Fiona Davies (Chief Executive)	Tim Allison (Director of Public Health)
	Richard MacDonald (Director of Estates, Facilities & Capital Planning)
	Simon Steer (Director of Adult Social Care)