

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

**Tuesday 02 September 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 25 August 2025

AGENDA

Time			Page
10.00 am	1.	Standing Items	
	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 July 2025	PP 1 - 11
	2.2	Action Plan	Excel Sheet
	2.3	Committee Workplan 2025 - 26	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 2025 - 26	
	3.	Matters arising not on the Agenda	
	4.	Spotlight Session	
10.10 am	4.1	Argyll & Bute HSCP Evan Beswick, Chief Officer A & B HSCP	Powerpoint
10.40 am	4.2	Leadership Development Programme Neil Archibald, Head of People Planning and Development	PP 12 - 17
	5.	Items for Review and Assurance	
11.00 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 18 - 24
11.15 am	5.2	Statutory and Mandatory Training Update Report by Gareth Adkins, Director of People and Culture on behalf of the Executive Directors The Committee is asked to note the report and take moderate assurance	PP 25 - 28
11.25 am	5.3	Integrated Performance and Quality Report Report by Gareth Adkins, Director of People and Culture	PP 29 - 34

		The Committee is asked to note the report and take moderate assurance	
11.35 am		Comfort Break (10 mins)	
11.45 am	5.4	Communications & Engagement 6-monthly Update	PP 35 - 41
		Report by Nicki Sturzaker, Head of Communications & Engagement	
		The Committee is asked to: • note the report and take moderate assurance • provide feedback on the draft Social Media Policy and Checklist	
12.00 pm	5.5	Strategic Risk Review	PP 42 - 51
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to take: • Assurance – To give confidence of compliance with legislation, policy and Board objectives. • The Committee is asked to take moderate assurance from: ○ The review and refresh of the people and culture strategic risks ○ Ongoing work to finalise level 2 risks.	
12.20 pm	5.6	Whistleblowing Q1 Report	PP 52 - 56
		Report by Gareth Adkins, Director of People	
		The Committee is asked to note the report and 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	
12.45 pm	6.	Items for Information and Noting	
	6.1	Area Partnership Forum update of meeting held on 13 June & 15 August 2025	PP 57 - 68
	6.2	Health and Safety Committee Assurance Report 3 June 2025	PP 69 - 75
	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 4 th November 2025 at 10 am via Microsoft Teams.	
	9.	Future Meetings Schedule	
13.00 pm		The Committee is asked to note the remaining meeting schedule for 2025/26: 13 January 2026 3 March 2026	

Members and Attendees of the Staff Governance Committee

Members

Philip MacRae (Chair)
Steve Walsh (Vice Chair)
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 & Culture)
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)
Arlene Johnstone (Chief Officer for HSCP)
Boyd Peters (Medical Director)
Jennifer Davies (Director of Public Health)
Richard MacDonald (Director of Estates, Facilities & Capital Planning)
Simon Steer (Director of Adult Social Care)