

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

**Tuesday 03 November 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: 27th October 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 02 September 2025	PP 1 - 8
	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	People and Culture Gareth Adkins, Director of People and Culture	To follow
10.30 am	4.2	Equality, Diversity and Inclusion Update Presentation by Gayle Macrae, Equality, Diversity and Inclusion	PP 9 - 25
	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 should take moderate assurance in the progress being made in the People and Culture portfolios relating to the Together we Care Strategy	PP 26 - 30
11.10 am	5.2	Integrated Performance and Quality Report Report by Gareth Adkins, Director of People and Culture	To follow
11.20 am		Comfort Break (10 mins)	
11.30 am	5.3	IMatter Update	PP 31 - 42

		Report by Gareth Adkins, Director of People and Culture	
		The Committee are asked to take substantial assurance on iMatter in NHS Highland	
11.50 am	5.4	Strategic Risk Review	PP 43 - 52
		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	
12.05 pm	5.5	Whistleblowing Q2 Report	PP 53 - 59
		Report by Gareth Adkins, Director of People	
		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	
12.20 pm	5.6	Health and Care Staff Act Q1 Report	PP 60 - 72
		Report by Brydie Thatcher, Workforce Planning/Analytics Manager & HCSA Workforce Lead	
		This Quarter 1 update is presented to the NHS Highland Staff Governance Committee for noting . NHS Highland proposes an overall moderate level of assurance in relation to delivery of the statutory duties set out in the Health and Care (Staffing) (Scotland) Act 2019 for the period 1 April – 30 June 2025. This position reflects continued progress alongside recognised variation in maturity and implementation and is consistent with the closing assurance position for 2024/25.	
12.35 pm	6.	Items for Information and Noting	
	6.1	Area Partnership Forum update of meeting held on 15 August 2025	PP 73 - 83
	6.2	Health and Safety Committee Assurance Report - October Update	PP 84 - 90
	6.3	Letter from Director of Health Workforce to NHS Chief Executives - Implementation of the Supreme Court Judgement - 30 September 2025	PP91
	7.	Any other Competent Business	
12.45 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 13 January 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: 3 March 2026	

Members and Attendees of the Staff Governance Committee

Members

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

Gavin Smith (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 (Chief Officer, A & B HSCP)
Arlene Johnstone (Chief Officer for Highland 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)