

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

**Tuesday 01 July 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 23rd June 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 06 May 2025	PP. 1 - 6
	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	
10.10 am	3.1	Staff Governance Monitoring Group Update	PP. 7 - 17
		Update by Gaye Boyd, Deputy Director of People	
		The Committee is asked to note the report and take substantial assurance.	
	4.	Spotlight Session	
10.20 am	4.1	Finance	PP. 18 - 32
		Heledd Cooper, Director of Finance	
10.40 am	4.2	Health & Wellbeing Update	PP. 33 - 45
		Gayle MacRae, Equality, Diversity and Inclusion Lead	
	5.	Items for Review and Assurance	
11.00 am	5.1	People and Culture Portfolio Board Update	PP. 46 - 50
		Report by Gaye Boyd, Deputy Director of People	
		The Committee is asked to note the report and take moderate assurance.	
11.05 am	5.2	Integrated Performance and Quality Report	PP. 51 - 81
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to note the report and take moderate assurance.	

11.15 am	5.3	Strategic Risk Review	PP. 82 - 92
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to note the report and take moderate assurance.	
11.25 am		Comfort Break (10 mins)	
11.35 am	5.4	Health & Safety Annual Report	PP. 93 - 100
		Report by Gareth Adkins, Director of People	
		The Committee is asked to note the report.	
11.45 am	5.5	Health & Safety Strategy and Plans	PP. 101 - 142
		Report by Gareth Adkins, Director of People	
		The Committee is asked to note the report and take moderate assurance.	
11.55 am	5.6	Whistleblowing Q4 Report	PP. 143 - 149
		Report by Gareth Adkins, Director of People	
		The Committee is asked to note the report and take moderate assurance.	
12.05 pm	5.7	Whistleblowing Annual Report	PP. 150 - 167
		Report by Gareth Adkins, Director of People	
		The Committee is asked to note the report and take substantial assurance.	
12.15 pm	5.8	Guardian Annual Report	PP. 168 – 190
		Report by Gaye Boyd, Deputy Director of People	
		The Partnership Forum is asked to note the report and take substantial assurance.	
12.25 pm	5.9	Workforce Monitoring Report 2025	PP. 191 - 240
		Report by Gaye Boyd, Deputy Director of People	
		The Partnership Forum is asked to note the report and take substantial assurance.	
12.35 pm	5.10	Health & Care Staffing Act Q4 report	PP. 241 – 253 & Excel Spreadsheet
		Report by Gareth Adkins, Director of People	
		The Partnership Forum is asked to note the report and take moderate assurance.	
12.45 pm	6.	Items for Information and Noting	
	6.1	Area Partnership Forum update of meeting held on 13 June 2025	To Follow
	6.2	Health and Safety Committee Minutes of meeting held on 1 April 2025	PP. 255 - 260
	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 2 September 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: 4 November 2025 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)
Elspeth 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)