

Chief Executive's Office
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Date of Issue: 5th January 2023

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 11th Jan at 10:00am
Microsoft Teams

10.00am	1	WELCOME AND APOLOGIES
	1.1	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 a financial or non-financial interest and include some information on the nature of the interest. 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 MEETINGS HELD ON 7th September and 9th November 2022 (pp 1 - 19)
	2.2	ACTION PLAN (Updated)
	2.3	COMMITTEE WORKPLAN and HOT TOPICS (Updated) (pp 20 - 21)
		The Committee is asked to: <ul style="list-style-type: none"> • Approve the minutes. • Consider actions arising therefrom. • Review and Agree the latest version of the Staff Governance Committee Workplan 2022 – 2023 and look ahead to 2023 - 2024 and ensure that the topics for forthcoming meetings cover the priority items. • Review the hot topics on the workplan and consider if any updates are needed outside the items on the agenda

10.20am	3	MATTERS ARISING NOT ON THE AGENDA
	4	ITEMS FOR APPROVAL
10.25am	4.1	Staff Governance Committee ToR approval (PP 22 – 26) Fiona Hogg, Director of People and Culture The committee is asked to review the amendments made and to approve the revised Terms of Reference for this Committee.
10.35am	4.2	Integrated Performance and Quality Report for Board - People & Culture Fiona Hogg, Director of People and Culture The committee is asked to review the report and approve for submission to the Board
	5	ITEMS FOR REVIEW AND ASSURANCE
10.45am	5.1	Area Partnership Forum minutes of meeting held on 9th December (pp) The Committee is asked to Note the minutes of the forum .
10.50am	5.2	Health and Safety Committee minutes of meeting held on 13th December 2022 (pp) The Committee is asked to Approve the minutes of meeting
11.00am	5.3	Strategic Risk Review Fiona Hogg, Director of People and Culture The Committee is asked to review the report and progress made and to take moderate Assurance from the report.
11.10am	5.4	Update on Whistleblowing visits and our approach / next steps Verbal update by Bert Donald, Whistleblowing Non Executive Director The Committee is asked to review the information and progress made and to comment on the next steps.
		11.30 - 11.40 am COMFORT BREAK
11.40am	5.5	Medical Education Annual report (PP 27 – 111) Report from Helen Freeman, Director of Medical Education The Committee is asked to review the report and progress made and to take Moderate Assurance from the report

	6	ITEMS FOR INFORMATION AND NOTING
12.00	6.1	<p>Update on approach to Compassion and Values Presentation by Helen Freeman</p> <p>The Committee is asked to review and comment on the proposed approach outlined and plans for progressing this work.</p>
12.15	6.2	<p>Health and Care Staffing Act Implementation update Update from Fiona Hogg, Director of People and Culture</p> <p>The Committee is asked to note the update on implementation of the Health and Care Staffing Act and on the recent Unfilled shifts audit.</p>
12.25	6.3	<p>Update on Progress and Approach to Statutory and Mandatory training Presentation from Fiona Hogg, Director of People and Culture</p> <p>The Committee is asked to note the progress made to date with improving compliance and the approach being taken moving forward.</p>
12.35	6.4	<p>Staff Governance Committee workforce report Lori Pattison, People Planning and Analytics Manager (pp)</p> <p>The Committee is asked to: Note the update and take moderate assurance from the report</p>
12.45	6.5	<p>Update on progress with the Annual Delivery Plan Verbal update from Fiona Hogg, Director of People & Culture</p> <p>The Committee is asked to note the update on progress with delivery against the ADP People and Culture elements.</p>
12.55	7	AOCB
	8	<p>NEXT MEETING</p> <p>The next meeting is scheduled for Wednesday 8th March at 10am via TEAMS</p>
	9	<p>2023 Meeting Dates:</p> <p>8 March 23 10 May 23 28 June 23 6 Sept 23 8 Nov 23</p>

<u>Members and Attendees of the Staff Governance Committee:</u>	
<p>Members</p> <p>Sarah Compton- Bishop (Chair) Jean Boardman (Vice Chair) Philip MacRae (Non exec) Bert Donald (Non exec) Elspeth Caithness (Employee Director) Kate Dumigan (Staffside) Claire Lawrie (Staffside) Dawn Macdonald (Staffside) Pam Dudek (Chief Executive)</p> <p>Ex Officio</p> <p>Boyd Robertson (Chair)</p>	<p>Attendees</p> <p>Fiona Hogg (Lead Executive) Gaye Boyd (Deputy Director of People) Geraldine Collier (People Partner, A&B HSCP) Bob Summers (Head of OHS) David Park, (Deputy Chief Executive) Katherine Sutton (Chief Officer, Acute) Louise Bussell (Interim Chief Officer, HHSCP) Fiona Davies (Chief Officer, A&B HSCP) Kate Patience-Quate (Interim Director of Nursing) Boyd Peters (Medical Director) Tim Allison (Director of Public Health) Ruth Fry (Head of Comms & Engagement)</p>