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Date of issue: 03/02/2021

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 10 February at 10:00am
Microsoft Teams

AGENDA

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 **MINUTES OF MEETING HELD ON 3 NOVEMBER 2020 AND ACTION PLAN (attached)**

(PP 1 - 12)

The Committee is asked to Approve the minutes of the meeting held on 3 November 2020 and **Note** the rolling action plan.

10.10am 3 **MATTERS ARISING NOT ON THE AGENDA**

10.15am 4 **COMMUNICATION AND ENGAGEMENT UPDATE**
Report by Ruth Fry, Head of Communications on behalf of Fiona Hogg,
Director of HR & OD

(PP 13 - 17)

The Committee is asked to Note the update.

5 **LEARNING AND DEVELOPMENT**

10.30am 5.1 **Update on Statutory and Mandatory Training**
Report by Fiona Hogg, Director of HR and OD

(PP 18 - 41)

The Committee is asked to

6 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE UPDATE

- 11.00am **6.1 Workforce Report**
Report by Gaye Boyd, Deputy Director of HR (PP 42 - 61)

The Committee is asked to

- **Note** the content of the report

- 11.05am **6.2 Everyone Matters / I Matter**
Report by Fiona Hogg, Director of HR and OD (PP 62 - 164)

The Committee is asked to note the content of the report

Comfort
break

- 11.25am **6.3 Update on Workforce Board**
Progress update by Fiona Hogg, Director of HR and OD

The Committee is asked to note the progress being made and that a fuller report will be provided to the May meeting.

- 11.30am **6.4 Update on Facility Time for Partnership Working**
Report by Gaye Boyd, Deputy Director of HR and Adam Palmer, Employee Director (PP 165 - 167)

The Committee is asked to note the content of the report

- 11.40am **6.5 Draft minutes of Meeting of the Highland Partnership Forum held on 9 October 2020 and 11 December 2020** (PP 168 - 184)

The Committee is asked to Note the circulated draft minutes.

7 POLICIES, TERMS AND CONDITIONS, DIVERSITY AND INCLUSION, VALUES AND CULTURE

- 11.45am **7.1 Culture Programme Update (attached)**
Report by Emma Pickard, External Culture Advisor on behalf of Fiona Hogg, Director of HR and Organisational Development (PP 185 - 195)

The Committee is asked to Note the update which was also shared and discussed at the NHS Highland Board meeting on 26th January, 2021.

8 HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

- 12.15pm **8.1 Risk Management & Board Assurance Framework Progress (attached)**
Report by Mirian Morrison, Clinical Governance Development Manager on behalf of Boyd Peters, Medical Director

(PP 196 - 200)

The Committee is asked to Consider the content of the report.

12.25pm **8.2 Draft Minutes of Meeting of the Health & Safety Committee held on 15 December 2020**

(PP 201 - 210)

The Committee is asked to Note the circulated draft minutes.

9 AOCB

12.30pm **9.1 Meeting dates for 2021**

Members are asked to **note** the meeting schedule for 2021 as follows:

10 March 2020
5 May 2021
7 July 2021
8 September 2021
10 November 2021

Meetings will be held on Wednesdays at 10.00am

10 DATE OF NEXT MEETING

The session on the **10 March 2020** at 10am will be a shortened meeting to consider the annual performance report and any other urgent items only.

The next full meeting is scheduled for **5 May 2021 at 10.00am** via Teams only.

