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Date of Issue: 1st September 2021

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 8th September at 10:00am
Microsoft Teams

10.00 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.

10.05 2 ASSURANCE REPORTS

- 2.1 MINUTES OF MEETING HELD ON 7 JULY 2021** (PP 1-8)
- 2.2 ACTION PLAN** (Attached)
- 2.3 REVIEW OF COMMITTEE WORKPLAN** (PP 9-10)

The Committee is asked to:

- **Approve** the minute.
- **Consider** actions arising therefrom.
- **Review** the latest version of the Staff Governance Committee Workplan 2021 – 2022 and ensure that the topics for forthcoming meetings cover the priority items.

3 MATTERS ARISING NOT ON THE AGENDA

4 SPOTLIGHT SESSION

10.15 4.1 Acute Spotlight

Presentation by Katherine Sutton, Chief Officer, Acute

The Committee is asked to note the update provided.

5 COMMUNICATION AND ENGAGEMENT UPDATE

- 10.35 5.1 Communications and Engagement Update**
Report by Ruth Fry, Head of Communications & Engagement

(PP 11 - 19)

The Committee is asked to note the Report and the finalised Communication and Engagement strategy.

6 LEARNING AND DEVELOPMENT

- 10.40 6.1 Statutory Training improvement plan - progress update**
Verbal update by the Chief Officers for Acute, Community and A&B HSCP

The Committee is asked to note the update

7 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE UPDATE

- 10.45 7.1 Area Partnership Forum draft meeting minutes of meeting held on 26th February, 23rd April, 18th June and 20th August (to follow).**

(PP 20 - 36)

The Committee is asked to Approve the draft minutes.

- 10.50 7.2 Integrated Performance and Quality Report (to follow) and Workforce Report (attached)**
Report by Gaye Boyd, Deputy Director of People & Culture

(PP 37 - 61)

The Committee is asked to Note the content of the reports

- 11.05 7.3 Annual Medical Education report**
Report by Helen Freeman, Director of Medical Education

(PP 62 - 63)

The committee is asked to Note the content of the report

COMFORT BREAK

11.25am – 11.30 am

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

- 11.30 8.1 Culture Oversight Group Minutes from meetings held on 19th July (attached) and 23rd August 2021 (to follow)**

(PP 64 - 66)

The Committee is asked to Approve the minute of the meetings.

- 11.35 8.2 Listening and Learning Survey results**
Report by Fiona Hogg, Director of People & Culture

(TO FOLLOW)

The Committee is asked to Note the content of the report

12.00 8.3 Culture Update report

Report by Fiona Hogg, Director of People & Culture

(PP 67 - 76)

The Committee is asked to Note the update.

12.10 8.4 Annual Staff Governance Standard Monitoring - submission review

Report by Gaye Boyd, Deputy Director, People

(PP 77 - 89)

The Committee is asked to review and approve the submission to Scottish Government

12.25 8.5 Staff Governance Committee Terms of Reference Review

Update by Sarah Compton-Bishop, Chair

The Committee is asked to Note the update

9 HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

12.30 9.1 Board report on Whistleblowing

Report by Fiona Hogg, Director of People & Culture

(TO FOLLOW)

The Committee is asked to Note the content of the report

12.45 9.2 Draft Minutes from the Health and Safety Committee on 10 August 2021

(TO FOLLOW)

The Committee is asked to Approve the minute of meeting held on 10th August 2021.

12.50 10 Staff Governance Corporate Risks – Assurance report

Report by Fiona Hogg Fiona Hogg, Director of People and Culture

(PP 90 – 93)

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

12.55 11 AOCB

12 NEXT MEETING

The next meeting is scheduled for 10 November 2021 at 10.00am via Teams only

Members and Attendees of the Staff Governance Committee:

Members

Sarah Compton- Bishop (Chair)
Jean Boardman (Vice Chair)
James Brander (Non exec)
Philip MacRae (Non exec)
Bert Donald (Non exec)
Adam Palmer (Employee Director)
Etta Mackay (Staffside)
Pam Dudek (Chief Executive)

Ex Officio

Boyd Robertson (Chair)

Attendees

Fiona Hogg (Lead Executive)
Gaye Boyd (Deputy Director of People)
Jane Fowler (Head of HR, Argyll & Bute)
Bob Summers (Head of OHS)
Emma Pickard (External Culture Advisor)
Elspeth Caithness (co-Chair H&S sub-committee)
David Park, (Deputy Chief Executive)
Katherine Sutton (Chief Officer, Acute)
Louise Bussell (Interim Chief Officer, Community)
Fiona Davies (Interim Chief Officer, A&B HSCP)
Heidi May (Director of Nursing)
Boyd Peters (Medical Director)
Tim Allison (Director of Public Health)
Ruth Fry (Head of Comms & Engagement)