

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

**Wednesday 6<sup>th</sup> Sept 2023 at 10am  
 Microsoft Teams**

- **All cameras should be turned on**
- **Use raise hand facility to discuss items – do not use MS Teams chat**

Distribution:

**AGENDA**

Time		1. Standing Items	Page
10.00am	1.1	<b>Welcome and Apologies</b>	
	1.2	<b>Declarations of Interest</b> 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.	
		<b>2. Assurance Reports</b>	
10.05am	2.1	<b>Minutes of Meeting held on 28 June 2023</b>	<b>PP 1 - 11</b>
	2.2	<b>Action Plan (Updated)</b>	<b>Excel Sheet</b>
	2.3	<b>Committee Workplan (Updated)</b>	<b>PP 12</b>
		<b>The Committee is asked to:</b> <ul style="list-style-type: none"> <li>• <b>Approve</b> the minute.</li> <li>• <b>Consider</b> actions arising therefrom.</li> <li>• <b>Review</b> and <b>Agree</b> the latest version of the Staff Governance Committee Workplan 2023–2024 and ensure that the topics for forthcoming meetings cover the priority items.</li> <li>• <b>Review the hot topics on the workplan</b> and consider if any updates are needed outside the items on the agenda</li> </ul>	
		<b>3. Matters arising not on the Agenda</b>	
		<b>4 Spotlight Session</b>	
11.00am		<b>Highland HSCP</b> Presentation by Pam Cremin, Chief Officer for North Highland	
		<b>5. Items for Review and Assurance</b>	
	5.1	<b>Area Partnership Forum minutes of meeting held on 18 August 2023</b> The Committee is asked to <b>Note</b> the minutes of the committee.	<b>PP 13 - 22</b>
	5.2	<b>Health and Safety Committee minutes of meeting held on 13 June 2023</b> The Committee is asked to <b>Note</b> the minutes of the committee.	<b>PP 23 - 30</b>
	5.3	<b>IPQR Report / Metrics</b> Report from Gareth Adkins, Director of People & Culture	<b>Powerpoint</b>

	5.4	<b>Whistleblowing Annual Report</b> Report by Gaye Boyd, Deputy Director of People & Culture The Committee is asked to <b>review</b> the report which gives confidence of compliance with policy and objectives and take <b>Moderate Assurance</b> .	<b>PP 31 – 44</b>
	5.5	<b>Whistleblowing Q1 Report</b> Report from Gaye Boyd, Deputy Director of People & Culture The Committee is asked to <b>review</b> the report which gives confidence of compliance with policy and objectives and take <b>Moderate Assurance</b> .	<b>PP 45 - 58</b>
		<b>Comfort Break (10 mins)</b>	
	5.6	<b>Staff Governance Committee ToR Annual Review</b> Report by Ruth Daly, Board Secretary The Committee is invited to: (a) <b>Agree</b> the proposed changes to its Terms of Reference as shown in the appendix to the report, and (b) <b>Note</b> that any further revisions will be brought to the Committee before the end of the financial year for inclusion in the 2024 update to the Code of Corporate Governance.	<b>PP 59 - 65</b>
	5.7	<b>IMatter High Level Results</b> Report by Gaye Boyd, Deputy Director of People & Culture The Committee is asked to <b>Note</b> the content of the report and take <b>Moderate Assurance</b> .	<b>PP 66 - 84</b>
	5.8	<b>Strategic Risk Review</b> Report by Gareth Adkins, Director of People & Culture The Committee is asked to <b>Note</b> the content of the report and take <b>Moderate Assurance</b> from: <ul style="list-style-type: none"><li>the review and refresh of the people and culture strategic risks</li><li>plan to review level 2 people and culture risk management</li></ul>	<b>PP 85 - 95</b>
	5.9	<b>Leadership &amp; Culture Programme</b> Report by Gareth Adkins, Director of People & Culture The Committee is asked to:  <b>Discuss</b> the content <b>Approve</b> the proposals and; Take <b>Moderate Assurance</b> from the report	<b>PP 96 - 111</b>
	<b>6.</b>	<b>Items for Information and Noting</b>	
	6.1	<b>Statutory/Mandatory Deep Dive</b> Report by Louise Bussell, Nurse Director	<b>PP 112 - 130</b> <b>Powerpoint</b>
	<b>7</b>	<b>Any other Competent Business</b>	
	7.1	<b>Patient Safety Assurance</b> Correspondence from Michael Matheson MSP, Cabinet Secretary for NHS Recovery, Health and Social Care	<b>PP 130 - 132</b>
	<b>8</b>	<b>Date &amp; Time of Next Meeting</b> The next team meeting is scheduled for Wednesday 8 <sup>th</sup> November 2023 at 10am via TEAMS.	
	<b>9</b>	<b>2024 Meeting Schedule</b> The Committee is asked to <b>Note</b> and <b>Agree</b> the meeting schedule for 2024.	

**Tuesdays at 10am**

16 January 2024  
5 March 2024  
7 May 2024  
9 July 2024  
3 September 2024  
5 November 2024

**10. 2023 Meeting Schedule**

**The Committee is asked to Note** the remaining meeting Schedule for 2023:

8 November 23

**Members and Attendees of the Staff Governance Committee**

**Members**

Ann Clark (Interim Chair)  
  
Philip MacRae (Vice Chair)  
Sarah Compton-Bishop (Non Exec)  
Bert Donald (Non Exec)  
  
Elsbeth Caithness (Employee Director)  
Kate Dumigan (Staffside)  
  
Claire Lawrie (Staffside)  
  
Dawn Macdonald (Staffside)  
Pam Dudek (Chief Executive)

**Attendees**

Gareth Adkins (Director of People)  
Gaye Boyd (Deputy Director of People)  
Bob Summers (Head of OHS)  
David Park (Deputy Chief Executive)  
Katherine Sutton (Chief Officer, Acute)  
Louise Bussell (Nurse Director)  
Fiona Davies (Chief Officer, A & B HSCP)  
Pam Cremin (Interim Chief Officer for Community)  
Boyd Peters (Medical Director)  
Tim Allison (Director of Public Health)  
Ruth Fry (Head of Comms & Engagement)