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Date of issue: 28/04/21

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 5th May at 10:00am
Microsoft Teams

AGENDA

- 10.00 am **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 am **2.1 MINUTES OF MEETING HELD ON 10 MARCH 2021 (attached)** (PP 1 - 6)
- The Committee is asked to Approve** the minutes of the meeting held on 10 March 2021.
- 10.10 am **2.2 ACTION PLAN (attached)**
- The Committee is asked to Review** the updated and revised Action Plan.
- 10.15 am **2.3 REVIEW OF COMMITTEE WORKPLAN (attached)** (PP 7-8)
- The Committee is asked to Review** the latest version of the Staff Governance Committee Workplan 2021 – 2022 and ensure that the topics for forthcoming meetings cover the priority items.
- 10.20 am **3 MATTERS ARISING NOT ON THE AGENDA**
- 4 SPOTLIGHT SESSION**
- Spotlight sessions will recommence in July 2021, with an update from Medical and Dental.
- 5 COMMUNICATION AND ENGAGEMENT UPDATE**
- 10.25 am **5.1 Communications and Engagement Report (attached)**
Report by Ruth Fry, Head of Communications & Engagement

The Committee is asked to note the Report

6 LEARNING AND DEVELOPMENT

- 10.45 am **6.1 Verbal update on Statutory and Mandatory training**
Update by Fiona Hogg, Director of HR and Organisational Development

The Committee is asked to note the update

7 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE UPDATE

- 10.55 am **7.1 Highland Partnership Forum draft meeting minutes of meeting held on 23rd April 2021**

(TO FOLLOW)

The Committee is asked to Approve the draft minute of meeting held on 23rd April 2021

- 11.00 am **7.2 Integrated Performance Report**
Report by Fiona Hogg, Director of HR and Organisational Development

(TO FOLLOW)

The Committee is asked to Note the content of the report

COMFORT BREAK 11.10 am – 11.20 am

- 11.20 am **7.3 Workforce Report (attached)**
Report by Gaye Boys, Deputy Director of HR

(PP 14 - 36)

The Committee is asked to Note the content of the report

- 11.35 am **7.4 Workforce Plan 2021/2**
Report by Kevin Colclough, HR Systems & Project Manager

(TO FOLLO)

The Committee is asked to Note the content of the report

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

- 11.50 am **8.1 Culture Oversight Group Minutes from meetings held on 22 March and 19 April 2021 (22.03.21 minute attached)**

(PP 37 - 44)

The Committee is asked to Approve the minute of the meeting held on 22 March 2021.

- 11.55 am **8.2 Culture Programme Update (attached)**
Report by Fiona Hogg, Director of HR and Organisational Development

(PP 45 - 83)

The Committee is asked to Note the content of the report

- 12.10 am **8.3 Colleague Survey Updates – IMatter 2021 and May 2021 NHS Highland Culture Survey (attached)**
Report by Fiona Hogg, Director of HR and Organisational Development

The Committee is asked to Note the content of the report

9 HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

12.25 am **9.1 Report on Whistleblowing Standards implementation (attached)**
Update by Gaye Boyd, Deputy Director of Human Resources

(PP 97 -108)

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

12.40am **9.2 Draft Minutes from the Health and Safety Committee on 23rd April 2021**

(TO FOLLOW)

The Committee is asked to Approve the minute of meeting held on 23rd April 2021

12.45 am **9.3 Risk Review / Board Assurance Framework (attached)**

(PP 109 -114)

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

12.55 am **10 AOCB**

11 DATE OF NEXT MEETING

The next full meeting is scheduled for **7 July 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)

Attendees

Fiona Hogg (Lead Executive)
Gaye Boyd (Deputy Director of HR)
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, (Chief Officer, N Highland / Community)
Katherine Sutton (Interim Chief Officer, Acute)
Joanna MacDonald (Chief Officer, A&B)
Heidi May (Director of Nursing)
Boyd Peters (Medical Director)
Tim Allison (Director of Public Health)
Ruth Fry (Head of Comms & Engagement)

Ex Officio

Boyd Robertson (Chair)