

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

**Tuesday 07 May 2024 at 10 am
 Microsoft Teams**

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

Distribution: Monday 29 April 2024

AGENDA

Time		1. Standing Items	Page
10.00 am	1.1	Welcome and Apologies	
	1.2	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 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.	
		2. Assurance Reports	
10.05 am	2.1	Minutes of Meeting held on 05 March 2024	(PP 1 – 8)
10.10 am	2.2	Action Plan	Excel Sheet
10.15 am	2.3	Committee Workplan	Excel Sheet
		The Committee is asked to: <ul style="list-style-type: none"> • Approve the minute. • Consider actions arising therefrom. • Note the latest version of the committee Action Plan and agree to the proposed closure of any noted actions. • Note the Committee Workplan 2024-2025 	
10.20 am		3. Matters arising not on the Agenda	
		4. Items for Review and Assurance	
10.25 am	4.1	IPQR Report & Staff Governance Committee Metrics Report by Gareth Adkins, Director of People & Culture The Committee is asked to note and take moderate assurance from the report.	(PP 9 - 16)
10.35 am	4.2	Annual Delivery Plan and Financial Plan Report by Lorraine Cowie, Head of Strategy and Transformation The Committee is asked to: <ul style="list-style-type: none"> (a) Note the draft ADP/MTP and financial plan (b) agree how we work in partnership to respond to the feedback from Scottish Government in delivering the finalised plans (c) take Moderate assurance from the report 	(PP 17 – 47)

10.55 am	4.3	Staff Engagement Plan Report by Ruth Fry, Head of Communication and Engagement The Committee is asked to note and take moderate assurance from the report.	(PP 48 – 62)
11.05 am	4.4	Whistleblowing Q4 Report Report by Gareth Adkins, Director of People & Culture The Committee is asked to note and take moderate assurance from the report in order to give confidence of compliance with legislation, policy and Board objectives noting challenges with timescales due to the complexity of cases and investigations.	(PP 63 – 67)
11.15 am		Comfort Break (10 mins)	
11.25 am	4.5	Whistleblowing / Speaking up Action Plan Report by Gareth Adkins, Director of People & Culture The Committee is asked to : (a) take moderate assurance that we have made progress in strengthening our approach to whistleblowing standards and speaking up but we are still challenged with meeting the demanding timescales set out in the standards (b) Cancellation of contract – committee members are asked to note the staffside views on the Guardian service and to highlight these to the board	(PP 68 – 74)
11.45 am	4.6	Strategic Risk Review Report by Gareth Adkins, Director of People & Culture The Committee is asked to take moderate assurance from (a) the review and refresh of the people and culture strategic risks (b) plan to review level 2 people and culture risk management	(PP 75 – 84)
12.00 pm	4.7	Health & Wellbeing Strategy Report by Gaye Boyd, Deputy Director of People The Committee is asked to discuss and take moderate assurance from the report.	(PP 85 – 103)
12.20 pm	4.8	Staff Governance Monitoring Feedback Report by Gaye Boyd, Deputy Director of People The Committee is asked to discuss and take substantial assurance from the report.	(PP104 – 115)
12.30 pm	4.9	Blueprint for Good Governance Report by Ruth Daly, Board Secretary The Committee is asked to take moderate assurance on the progress achieved with the Blueprint for Good Governance Improvement Plan actions.	(PP116 – 120)

5. Items for Information and Noting

12.40 pm	5.1	Area Partnership Forum minutes of meeting held on 19 April 2024 The Committee is asked to note the minutes of the committee.	(PP 121 -131)
12.45 pm	5.2	Health and Safety Committee summary report of meeting held on 20 February & 2 April 2024 The Committee is asked to note the updates of the meetings.	(PP132 – 134)

6. Any other Competent Business

12.50 pm	6.1	Review / summary of meeting for Chair to highlight to Board.	
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7. Date & Time of Next Meeting

12.55 pm		The next meeting is scheduled for Tuesday 9 July 2024 at 10 am via Microsoft Teams.	
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8. 2024 Meeting Schedule

		The Committee is asked to note the remaining meeting Schedule for 2024:	
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		9 July 2024 3 September 2024 5 November 2024	
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Members and Attendees of the Staff Governance Committee

Members

Ann Clark (Interim Chair)

Philip MacRae (Vice Chair)
Steve Walsh (Non Exec)
Bert Donald (Non Exec)

Elsbeth Caithness (Employee Director)
Kate Dumigan (Staffside)

Claire Laurie (Staffside)

Dawn Macdonald (Staffside)
Fiona Davies (Chief Executive)

Attendees

Gareth Adkins (Director of People)
Gaye Boyd (Deputy Director of People)
Heledd Cooper (Director of Finance)
David Park (Deputy Chief Executive)
Katherine Sutton (Chief Officer, Acute)
Louise Bussell (Nurse Director)
Evan Beswick (Interim Chief Officer, A & B HSCP)
Pam Cremin (Chief Officer for HSCP)
Boyd Peters (Medical Director)
Tim Allison (Director of Public Health)
Richard MacDonald (Director of Estates, Facilities & Capital Planning)
Simon Steer (Director of Adult Social Care)