

Chief Executive's Office
Assynt House
Beechwood Park
Inverness, IV2 3BW
Telephone: 01463 717123
www.nhshighland.scot.nhs.uk



Date of Issue: 3rd March 2022

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 9th March 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 12 JANUARY 2022** (PP 1-6)
- 2.2 ACTION PLAN** (ATTACHED)
- 2.3 ANNUAL COMMITTEE WORKPLAN** (PP 7-9)
- 2.4 STAFF GOVERNANCE COMMITTEE ANNUAL REPORT** (PP 10 – 14)

The Committee is asked to:

- **Approve** the minute.
- **Consider** actions arising therefrom.
- **Review** and **Agree** the first version of the Staff Governance Committee Workplan 2022 – 2023 and ensure that the topics for forthcoming meetings cover the priority items.
- **Consider** and **Agree** the Committee Annual Report

3 MATTERS ARISING NOT ON THE AGENDA

4 SPOTLIGHT SESSION

There will be no Spotlight session for this meeting, sessions will recommence in May.

10.40 5 COMMUNICATION AND ENGAGEMENT UPDATE

5.1 Communications and Engagement Update

Report by Ruth Fry, Head of Communications & Engagement

(PP 15-23)

The Committee is asked to

- **note** and take **moderate assurance** from the report

11.00 6 LEARNING AND DEVELOPMENT

6.1 Statutory and Mandatory Training Dashboard

Update by Fiona Hogg, Director of People & Culture

(PP 24-30)

The Committee is asked to Note the update

COMFORT BREAK 11.10- 11.20

7 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE UPDATE

11.20 7.1 Area Partnership Forum draft meeting minutes of meetings held on 29 October 2021, 17 December 2021 and 25th February 2022

(PP 31-44)

The Committee is asked to Approve the draft minutes.

11.25 7.2 IPQR

Update by Fiona Hogg, Director of People and Culture

(TO FOLLOW)

The Committee is asked to Note the content of the IPQR

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

11.30 8.1 Culture Oversight Group Minutes from meeting held on 21 February 2022

(PP 45-46)

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

11.35 8.2 Appraisals Approach 2022/3

Presentation by Fiona Hogg, Director of People & Culture

(PP 47-50)

The Committee is asked to Note the update

11.50 8.3 Culture Update

Report by Fiona Hogg, Director of People & Culture

(PP 51 - 63)

The Committee is asked to

- **Note** and take **moderate assurance** of the report

- 12.00 8.4 **Whistleblowing Quarterly Reports (Q2 and Q3)**
Report by Fiona Hogg, Director of People & Culture (PP 64 - 90)

The Committee is asked to

- **review** and **comment** on the reports
- take **moderate assurance** from the reports

- 12.15 8.5 **Policies for Noting from Area Partnership Forum** (PP 91-157)

Scheme of Delegation Policy
Organisational Change Policy
SSSC Policy
Working Time Policy

9 HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

- 12.20 9.1 **Minutes from the Health and Safety Committee on 8th February**
(PP 158 -165)

The Committee is asked to Approve the minutes of meeting held on 8th February

- 12.25 9.2 **Annual Staff Governance Standard Monitoring - feedback from Scottish Government**
Update by Fiona Hogg, Director of People and Culture (PP 166 - 167)

The Committee is asked to note the update

- 12.30 9.3 **Annual Health & Safety Committee Review**
Report by Bob Summers, Head of Occupational Health and Safety (PP 168-222)

The Committee is asked to discuss and approve the content of the report and take **moderate assurance** from the report

- 12.55 10 **AOCB**

11 NEXT MEETING

The next meeting is scheduled for Wednesday 4 May at 10.00am via Teams only

Members and Attendees of the Staff Governance Committee:

Members

Sarah Compton- Bishop (Chair)
Jean Boardman (Vice Chair)
Philip MacRae (Non exec)
Bert Donald (Non exec)
Elspeth Caithness (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 & Culture)
Jane Fowler (Head of HR, Argyll & Bute)
Bob Summers (Head of OHS)
Emma Pickard (External Culture Advisor)
David Park, (Deputy Chief Executive)
Katherine Sutton (Chief Officer, Acute)
Louise Bussell (Interim Chief Officer, Community)
Fiona Davies (Interim Chief Officer, A&B HSCI)
Heidi May (Director of Nursing)
Boyd Peters (Medical Director)
Tim Allison (Director of Public Health)
Ruth Fry (Head of Comms & Engagement)