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Date of Issue: 02/11/2022

MEETING OF THE STAFF GOVERNANCE COMMITTEE

Wednesday 9th November at 10:00am
 Microsoft Teams

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.	
2	ASSURANCE REPORTS	
2.1	MINUTES OF MEETINGS HELD ON 7th September 2022	(pp 1 - 9)
2.2	ACTION PLAN (Updated)	(pp)
2.3	COMMITTEE WORKPLAN (Updated)	(pp 10 - 11)
	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • Approve the minute. • Consider actions arising therefrom. • Review and Agree the latest version of the Staff Governance Committee Workplan 2022 – 2023 and ensure that the topics for forthcoming meetings cover the priority items. • Review the hot topics on the workplan and consider if any updates are needed outside the items on the agenda 	
3	MATTERS ARISING NOT ON THE AGENDA	

	4	SPOTLIGHT SESSION Spotlight Session – Public Health
	5	WELL INFORMED
	5.1	Communications and Engagement Update Report by Ruth Fry, Head of Communications & Engagement (pp 12 - 16) The Committee is asked to: Note the update and take Moderate assurance from the report
	6	APPROPRIATELY TRAINED AND DEVELOPED
	6.1	Corporate Induction Progress Update Presentation by Jennifer Swanson, Head of Talent The Committee is asked to: Note the update on the content approach and timescales for the rollout of Corporate Induction.
	7	INVOLVED IN DECISIONS
	7.1	Area Partnership Forum minutes of meeting held on 26th August (pp 17 - 27) The Committee is asked to Note the minutes of the committee.
	7.2	Staff Governance Standard Monitoring Standard for 2021/22 (pp 28 - 84) Report by Gaye Boyd, Deputy Director of People and Elspeth Caithness, Employee Director The Committee is asked to approve the submission to Scottish Government and take Substantial assurance on meeting the standard
		COMFORT BREAK 11.30 - 11.40
	8	TREATED FAIRLY AND CONSISTENTLY, WITH DIGNITY AND RESPECT, IN AN ENVIRONMENT WHERE DIVERSITY IS VALUED
	8.1	Update on Structure and Governance of People and Culture Programme Presentation by Fiona Hogg, Director of People and Culture
		The Committee is asked to note the update

	9	PROVIDED WITH A CONTINUOUSLY IMPROVING AND SAFE WORKING ENVIRONMENT, PROMOTING THE HEALTH AND WELLBEING OF STAFF, PATIENTS AND THE WIDER COMMUNITY
	9.1	Minutes and assurance report from Health and Safety Committee on 11th October 2022 (pp) The Committee is asked to Approve the minutes of meeting held on 11 th October 2022
	9.2	Whistleblowing Q1 and Q2 report Report from Fiona Hogg, Director of People & Culture (PP 85 - 156) The Committee is asked to note the attached reports
	9.3	Risk Review including Corporate Risks and Level 2 Risk Registers Report from Fiona Hogg, Director of People and Culture The Committee is asked to review the report and progress made and to take Moderate Assurance from the report.
	9.4	NHS Highland and Argyll & Bute HSCP Workforce Plans 2022-5 (PP 157 – 214) Report from Lori Pattison, People Planning and Analytics Manager The Committee is asked to approve the final versions of the plans and to take Substantial Assurance as to the quality and content of the plans .
	9.5	IPQR and Workforce Report Report by Lori Pattinson, People Planning and Analytics Manager The Committee is asked to review and comment on the proposed IPQR workforce data and to take Moderate Assurance as to the quality and content of the data.
	10	AOCB
	11	NEXT MEETING The next meeting is scheduled for Wednesday 11th January at 10am via TEAMS
	11.1	2023 Meeting Dates: 11 Jan 23 8 March 23 10 May 23 28 June 23 6 Sept 23 8 Nov 23

<u>Members and Attendees of the Staff Governance Committee:</u>	
<p>Members</p> <p>Sarah Compton- Bishop (Chair) Jean Boardman (Vice Chair) Philip MacRae (Non exec) Bert Donald (Non exec) Elspeth Caithness (Employee Director) Kate Dumigan (Staffside) Claire Lawrie (Staffside) Dawn Macdonald (Staffside) Pam Dudek (Chief Executive)</p> <p>Ex Officio</p> <p>Boyd Robertson (Chair)</p>	<p>Attendees</p> <p>Fiona Hogg (Lead Executive) Gaye Boyd (Deputy Director of People) Geraldine Collier (People Partner, A&B HSCP) Bob Summers (Head of OHS) David Park, (Deputy Chief Executive) Katherine Sutton (Chief Officer, Acute) Louise Bussell (Interim Chief Officer, HHSCP) Fiona Davies (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)</p>