

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

**Tuesday 3 September 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 26th August 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 09 July 2024	PP.2-8
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 	
		3. Matters arising not on the Agenda	
		4. Spotlight Session	
10.20		Medical Directorate – Dr Boyd Peters, Medical Director	To Follow
		5. Items for Review and Assurance	
10.45	5.1	Integrated Performance and Quality Report and Staff Governance Metrics Report by Gareth Adkins, Director of People and Culture	PP.83-113
		The Committee is asked to note the content of the report and take moderate assurance	
11.00	5.2	Whistleblowing Q1 Report Report by Gareth Adkins, Director of People and Culture	PP.9-13
		The Committee is asked to note the content of the report and take moderate assurance it provides confidence and compliance with legislation, policy and Board objectives noting the ongoing challenges faced with timescales due to the complexity of cases and investigations.	

		Comfort Break (10 mins)																			
11.15	5.3	Culture Oversight Group Update Verbal Update by Gareth Adkins, Director of People and Culture The Committee are advised that a copy of the Culture Oversight Group's Terms of Reference are included on pages 14-18 in the Combined Papers	Verbal																		
11.25	5.4	Health & Care Staffing Act Q1 report Report by Gareth Adkins, Director of People and Culture The Committee is asked to review and scrutinise the information provided in the paper and appendix and take moderate assurance.	PP.19-45 Excel																		
11.40	5.5	Strategic Risk Review Report by Gareth Adkins, Director of People and Culture The Committee is asked to take moderate assurance from: <ul style="list-style-type: none"> the review and refresh of the people and culture strategic risks plan to review level 2 people and culture risk management 	PP.46-55																		
11.55	5.6	Communications and Engagement 6 monthly update Report by Ruth Fry, Head of Communications and Engagement The Committee is asked to note the content of the report and take moderate assurance.	PP.56-70																		
		6. Items for Information and Noting																			
12.15	6.1	Area Partnership Forum minutes of meeting held on 21 June 2024 and 16 August 2024	PP.71-82 To Follow																		
12.20	6.2	Health and Safety Committee Minutes of meeting held on 26th June 2024	PP.114-122																		
		7. Any other Competent Business																			
12.25	7.1	Review / summary of meeting for Chair to highlight to Board.																			
		8. Date & Time of Next Meeting																			
12.40 pm		The next meeting is scheduled for Tuesday 5 November 2024 at 10 am via Microsoft Teams.																			
		9. Future Meetings Schedule The Committee is asked to agree the meeting Schedule for 2025 – 26 and 2026 - 27:																			
		<table border="1"> <tr><td>10am</td></tr> <tr><td>2025/26</td></tr> <tr><td>14/01/2025</td></tr> <tr><td>04/03/2025</td></tr> <tr><td>06/05/2025</td></tr> <tr><td>01/07/2025</td></tr> <tr><td>02/09/2025</td></tr> <tr><td>04/11/2025</td></tr> <tr><td>13/01/2026</td></tr> <tr><td>03/03/2026</td></tr> </table> <table border="1"> <tr><td>10am</td></tr> <tr><td>2026/27</td></tr> <tr><td>05/05/2026</td></tr> <tr><td>07/07/2026</td></tr> <tr><td>01/09/2026</td></tr> <tr><td>03/11/2026</td></tr> <tr><td>12/01/2027</td></tr> <tr><td>02/03/2027</td></tr> </table>	10am	2025/26	14/01/2025	04/03/2025	06/05/2025	01/07/2025	02/09/2025	04/11/2025	13/01/2026	03/03/2026	10am	2026/27	05/05/2026	07/07/2026	01/09/2026	03/11/2026	12/01/2027	02/03/2027	
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Members and Attendees of the Staff Governance Committee

Members

Ann Clark (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)