

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

**Tuesday 5 November 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: Tuesday 29th October 2024

AGENDA

Time		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 03 September 2024	PP 1 - 9
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	
10.20am	3.1	Recruitment – Vacancy Time to Fill	PP 10 - 15
		Report by Gaye Boyd, Deputy Director of People Committee is asked to note the report and take moderate assurance	
	4.	Spotlight Session	
10.35 am		Public Health – Tim Allison, Director of Public Health	Powerpoint
	5.	Items for Review and Assurance	
10.55am	5.1	Integrated Performance and Quality Report and Staff Governance Metrics	PP 16 - 47
		Report by Gareth Adkins, Director of People and Culture	
11.10am	5.2	Whistleblowing Q2 Report	PP 48 - 54
		Report by Gareth Adkins, Director of People and Culture The Committee is asked to note the report and take Moderate Assurance – To give confidence of compliance with legislation, policy and Board objectives noting challenges with timescales due to the complexity of cases and investigations.	

11.30am		Comfort Break (10 mins)	
11.40am	5.3	People and Culture Portfolio Board Update Report by Gaye Boyd, Deputy Director of People The Committee is asked to note the report and take moderate assurance.	PP 55 - 67
11.55am	5.4	Health and Wellbeing Strategy Report by Gaye Boyd, Deputy Director of People The Committee is asked note the content of the report and take substantial assurance.	PP 68 - 81
12.05pm	5.5	iMatter High Level Results and Plans Report by Gaye Boyd, Deputy Director of People The Committee is asked to note the contents of the report and take moderate assurance.	PP 82 - 100
12.25pm	5.6	Strategic Risk Review Report by Gareth Adkins, Director of People and Culture The Committee is asked to note the report and 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 101 - 110
12.35pm	5.7	Staff Governance Monitoring Scottish Government Letter Update Report by Gaye Boyd, Deputy Director of People	Verbal
12.40pm	5.8	Blueprint for Good Governance Improvement Plan Update Report by Ruth Daly, Board Secretary The Committee is asked to take significant assurance on the progress achieved with the Blueprint for Good Governance Improvement Plan actions that relate specifically to this Committee's remit and note that no further action is now proposed through the Blueprint action plan pending further self-assessment.	PP 111 - 115
	6.	Items for Information and Noting	
12.45pm	6.1	Area Partnership Forum minutes of meeting held on 16 August 2024 and 11 October 2024	PP 116 - 140
	6.2	Health and Safety Committee Minutes of meeting held on 15 August 2024	PP 141 - 147
12.55pm	7.	Any other Competent Business	
	7.1	Review / summary of meeting for Chair to highlight to Board.	
	8.	Date & Time of Next Meeting The next meeting is scheduled for Tuesday 14 January 2025 at 10 am via Microsoft Teams.	
1.00pm	9.	Future Meetings Schedule The Committee is asked to note the remaining meeting schedule for 2025: 4 March 2025 6 May 2025 1 July 2025 2 September 2025 4 November 2025	

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)

Gayle 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)