

STAFF GOVERNANCE COMMITTEE
Minutes of Meeting held on
Thursday 26 February 2026
At 1.30pm in the Boardroom and via MS Teams

Present:

Roddy Burns (Chair)

David Patterson - Left at 13.55.

Colin Watson

Jolene Young (via MS Teams)

In Attendance:

Carolyn Thomson

Alex Hastings (Minutes)

Eleanor Melton (Clerk)

Item		Action	Date
SG.26.01.01	(i) Resignations		
1.1	Roddy Burns will be stepping down as Convener of the Committee due to being appointed as the Chair of the Board.		
	(ii) Appointments		
1.2	There were no new appointments.		
SG.26.01.02	Apologies for Absence		
2.1	Apologies were received from Clare Matysova.		
SG.26.01.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no additional declarations of interest received.		
SG.26.01.04	Draft Minutes of Staff Governance Committee meeting held on 22 May 2025		
4.1	The minutes of the meeting held on 22 May were accepted as a true and accurate record: Proposed: Colin Watson		
SG.26.01.05	Matters Arising of Staff Governance Committee meeting held on 22 May 2025		
5.1	<u>6.1</u> Complete		
	<u>6.2</u> Complete – Provided in SG.26.01.06.		
	<u>6.3</u> Complete – Carolyn also signposted the EAP to all staff via email on 9 February 2026.		
	<u>6.4</u> Ongoing – Carolyn highlighted a previous discussion on adding ‘Organisational Resilience’ to the Emerging Issues item on the Committee agenda. Bearing in mind the scheduled internal audit on organisational resilience, Carolyn hopes to provide a report to the Committee at the next meeting in May.	CT	21-05-2026
	<u>7.1</u> Complete – Provided in SG.26.01.07.		
	<u>8.1</u> Complete – Provided in SG.26.01.08.		

	10.1 Complete – Included as part of item HS.25.02.07 in the H&S Committee agenda.		
SG.26.01.06	HR Director's Report		
6.1	Carolyn's update was noted by the Committee. With regards to the changes arising from the Employment Rights Bill, Colin highlighted that the reduction of the qualifying period for unfair dismissal claims will put a lot of pressure on managers. Colin pointed out that new members of the cleaning team did not operate for two weeks until essential health and safety training was complete. Roddy stated that this highlights the need to take on organisational resilience. The Committee discussed the challenges in achieving the targeted FTE figure of 192 for staff. Carolyn stated that this is currently being managed by additional income, however this is not sustainable. Katy highlighted pressures with line management, with some staff feeling that their line managers are not as accessible due to workload pressures.		
SG.26.01.07	Culture and Values Update		
7.1	Carolyn's update was noted by the Committee.		
SG.26.01.08	Staff Development Activities		
8.1	Carolyn advised that a UHI group is looking at a joint approach to mandatory training, however there are a number of stumbling blocks. Jolene highlighted a staff preference to hold some mandatory training in person due to difficulties staff are having managing time to complete sessions online. The Committee agreed for Carolyn to look at organising a more mixed approach to mandatory training. The Committee noted this update.		
ACTION	Carolyn to look at organising a more mixed approach to mandatory training.	CT	
SG.26.01.09	HR Policies Due for Review		
9.1	All policies were reviewed and ratified by the Committee.		
SG.26.01.10	Health and Safety Update		
10.1	Carolyn supported the paper. Roddy queried if it would be beneficial for a yearly report to be provided on incidents so that the Committee can investigate trends. Carolyn agreed to share the annual H&S report in the November meeting agenda.		

	Colin drew attention to the reported increase in numbers on the first aid rota, asking for figures to be provided on this.		
ACTION	Carolyn to share the annual H&S report in the November meeting agenda.	CT	12-11-2026
ACTION	Figures to be provided on first aid rota members.	CT	21-05-2026
SG.26.01.11	Emerging Issues		
	(i) Draft Meeting Schedule 2026-27		
11.1	The draft schedule was noted by the Committee. El advised that there will be an update in the May meeting regarding a review of the terms of reference. Roddy suggested that it would be useful to keep UHI Transformation on the agenda.		
ACTION	UHI Transformation to be added to the agenda of the next meeting.	EM	21.05.2026
SG.26.01.12	Date of Next Meeting – 21 May 2026		
	<i>Meeting closed at 2.10pm</i>		