

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee** of **Orkney NHS Board** in the **Saltire Room, Balfour Hospital, Kirkwall** on **Wednesday 20 February 2018 at 10.30 am**

Caroline Evans
Chair

B U S I N E S S

	Topic	Lead Person	Paper Number	Purpose
1	Apologies	Chair		To <u>note</u> apologies
2	Declarations of Interests – agenda items	Chair		To <u>consider</u> any declarations of interest with regard to agenda items
3	Minute of meeting held on 21 November 2018	Chair		To check for accuracy, <u>approve</u> and <u>signature</u> by Chair
4	Matters Arising	Chair		To <u>seek assurance</u> that actions from previous meeting have been implemented in the agreed manner
5	Action Log	Chair		To <u>monitor</u> progress against actions due before next meeting and to <u>agree</u> any corrective action required
6	Chairman's report from the Board <ul style="list-style-type: none"> • Workforce challenges • Regional Working – workforce update <i>Last meeting – 13 Dec 2018 (agenda attached for ease of reference)</i>	Chair		To <u>note</u> the key issues arising from the Board since the last meeting
7	<u>Governance</u>			
7.1	Draft Staff Governance Committee Annual Report 2018/19	Chair	SGC1819-24	To <u>review</u> and <u>approve</u>
7.2	Staff Governance Standard Monitoring arrangements	HR Manager	SGC1819-25	For <u>information</u> and <u>noting</u>

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8	<u>Well Informed</u>			
8.1	Communication and Engagement Group Chairs report	Head of Organisational Development and Learning		For <u>information</u> and <u>noting</u>
8.2	Brexit update	Head of Organisational Development and Learning	SGC1819-26	To <u>review</u> and <u>seek assurance</u>
8.3	Health and Social Care Staff Experience Report 2018	Head of Organisational Development and Learning	SGC1819-27	For <u>discussion</u> and <u>noting</u>
9	<u>Appropriately Trained</u>			
9.1	New Balfour Orientation plan	Head of Organisational Development and Learning	SGC1819-28	For <u>information</u> and <u>noting</u>
9.2	Workforce Development - presentation	Head of Organisational Development and Learning		For <u>information</u> and <u>noting</u>
10	<u>Involved in decisions that affect them</u>			
10.1	Partnership Forum Chair's report	Vice-chair		To <u>review</u> and seek clarification as appropriate
10.1.1	*Minutes of Partnership Forum meetings held on: <ul style="list-style-type: none"> • Oct • Nov 			To <u>note</u> the minutes
11	<u>Treated fairly and consistently</u>			
11.1	Report on status of PINs and progress against HR policy review timetable	Human Resources Manager	SGC1819-29	To <u>seek assurance</u> on performance
11.2	Once for Scotland Workforce Policies Regional Event feedback	Employee Director		For <u>information</u> and <u>noting</u>

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11.4	Policies and Procedures:			To <u>review</u> and <u>approve</u> the policies
	<ul style="list-style-type: none"> • Water Safety policy • Health and Safety policy • Management of Violence and Aggression policy • Resuscitation policy • Facilities Arrangements for Trade Union policy 	Head of Organisational Development and Learning		To <u>ratify</u> virtual approval
		HR Manager		To <u>review</u> and <u>approve</u> the policy
12	<u>Provided with a safe and improved working environment</u>			
12.1	Occupational Health and Safety Group Chair's Report	Head of Organisational Development and Learning		To <u>review</u> and seek clarification as appropriate
13	<u>Risks</u>			
13.1	No items this meeting			To <u>note</u> report and <u>seek assurance</u> on performance
14	<u>Committee Annual Review</u>	Chair	SGC1819-30	
14.1	Completed Self Assessment			To <u>note</u> outcomes from completed self assessment
14.2	Terms of Reference			To <u>review</u> and <u>agree</u> proposed changes
14.3	Committee Risks, Controls and Assurance Framework			To <u>review</u> and <u>agree</u> proposed changes
14.4	Work Plan			To <u>review</u> and <u>agree</u> proposed changes
14.5	Business cycle			To <u>review</u> and <u>agree</u> proposed changes
15	Issues raised from Governance Committees Statutory and Mandatory training risk			To <u>review</u> issues raised and agree action
16	Agree any issues to be raised to Board and Governance Committees	All		<u>Identify issues</u> to be included in chairs report / or referred to other

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				Governance Committee for scrutiny
17	Any other competent business	Chair		
17.1	*Schedule of Meetings for year 2019/2020			To <u>note</u> the timetable for 2017/18
17.2	*Record of Attendance			To <u>note</u> the attendance record
18	Committee Evaluation			

*items marked with an asterisk are for noting only and any queries should be raised out with the meeting with the Committee Chair, Lead Director or Board Secretary

Distribution:

Committee Members:

Caroline Evans, Chair
 Fiona MacKellar, Vice chair
 Kate Smith, Partnership Representative
 Chris Werb, Staff Representative
 Gerry O'Brien, Interim Chief Executive
 Annie Ingram, Director of Workforce - LEAD
 David McArthur, Director of Nursing,
 Midwifery and Allied Health Professions
 Marthinus Roos, Medical Director
 David Drever, Non Executive Board Member
 Issy Grieve, Non Executive Board Member

In Attendance:

Julie Nicol, Head of Organisational
 Development and Learning
 Ashley Catto, Human Resources Manager

Local Human Resources staff as required for specific agenda items:

Lewis Berston, Human Resources Logistics
 Officer