

## 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 29 May 2019 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 20 February 2019	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  <i>Last meeting –25 April 2019 (agenda attached for ease of reference)</i>	Chair		To <u>note</u> the key issues arising from the Board since the last meeting
7	<b><u>Governance</u></b>			
7.1	Remuneration Committee Annual Report 2018/19	Chair	SGC1920-01	To <u>note</u> the annual report for information
7.2	Area Partnership Forum Annual Report 2018/19	APF Chair	SGC1920-02	To <u>review</u> and <u>seek assurance</u> on performance
7.3	Staff Governance Standard Monitoring Framework 2018/19	Human Resources Manager	SGC1920-03	To review and note process with deadline for submission by 31 May

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7.4	Committee Annual Review documentation: <ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Risk Controls and Assurance Framework</li> <li>• Work plan</li> </ul>	Chair	SGC1920-04	2019 To <u>ratify</u> the virtual approval of the Annual Review documentation
8	<b><u>Well Informed</u></b>			
	No items this meeting			
9	<b><u>Appropriately Trained</u></b>			
9.1	Annual Nursing Revalidation Report	Director of Nursing, Midwifery and Allied Health Professions	SGC1920-05	To <u>review</u> and <u>seek assurance</u> on performance
10	<b><u>Involved in decisions that affect them</u></b>			
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"> <li>• 18 December 2018</li> <li>• 19 March 2019</li> <li>• 16 April 2019</li> </ul>			To <u>note</u> the minutes
11	<b><u>Treated fairly and consistently</u></b>			
11.1	NHS Orkney Equal Pay Monitoring Report	Equality and Diversity Manager	SGC1920-06	To <u>review</u> and <u>seek assurance</u> on performance
11.2	Report on status of Once for Scotland policies and progress against HR review timetable	Human Resources Manager	SGC1920-07	To <u>seek assurance</u> on performance

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11.3	<b>Policies and Procedures:</b>			To <u>review</u> and <u>approve</u> the policies
	<ul style="list-style-type: none"> <li>Health and Safety Policy</li> </ul>			
12	<b><u>Provided with a safe and improved working environment</u></b>			
	No items this meeting			
13	<b><u>Risks</u></b>			
13.1	No items this meeting			To <u>note</u> report and <u>seek assurance</u> on performance
14	<b>Issues raised from Governance Committees</b>			To <u>review</u> issues raised and agree action
15	<b>Agree any issues to be raised to Board and Governance Committees</b>	All		<u>Identify issues</u> to be included in chairs report / or referred to other Governance Committee for scrutiny
16	<b>Any other competent business</b>	Chair		
16.1	<b>*Schedule of Meetings for year 2019/2020</b>			To <u>note</u> the timetable for 2017/18
16.2	<b>*Record of Attendance</b>			To <u>note</u> the attendance record
18	<b>Committee Evaluation</b>			

\*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 Corporate Services Manager  
**Distribution:**

**Committee Members:**

Caroline Evans, Chair  
Fiona MacKellar, Vice Chair  
David Drever, Non Executive Board Member  
Issy Grieve, Non Executive Board Member  
Kate Smith, Partnership Representative  
Chris Werb, Staff Representative  
Gerry O'Brien, Chief Executive  
Annie Ingram, Director of Workforce - LEAD

**In Attendance:**

Julie Nicol, Head of Corporate Services  
Ashley Catto, Human Resources Manager

**Local Human Resources staff as required for specific agenda items:**

Lewis Berston, Human Resources Logistics Officer

David McArthur, Director of Nursing,  
Midwifery and Allied Health Professions  
Marthinus Roos, Medical Director