

## Staff Governance Committee

There will be a meeting of the **Staff Governance Committee of Orkney NHS Board** in the **Brodgar Room, The Balfour, Kirkwall** on **Wednesday 27 November 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 28 August 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 –24 October 2019 (agenda attached for ease of reference)</i>	Chair	Verbal	To <u>note</u> the key issues arising from the Board since the last meeting
7	<b>Governance</b>			
7.1	Annual report on Corporate Training, previous year's Learning and Development activity; Organisational Development	Head of Corporate Services	SGC1920-16	For <u>information</u> and <u>discussion</u>
7.2	Occupational Health and Safety Committee Constitution	Head of Corporate Services	SGC1920-17	For <u>approval</u>

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8	iMatter Report	Head of Corporate Services	SGC1920-18	For <u>noting</u>
9	<b>Well Informed</b>			
9.1	Well Informed	Head of Corporate Services	SGC1920-19	For <u>noting</u> and <u>discussion</u>
10	<b>Appropriately Trained</b>			
10.1	Appropriately Trained and Developed	Head of Corporate Services	SGC1920-20	For <u>noting</u> and <u>discussion</u>
11	<b>Involved in decisions that affect them</b>			
11.1	Partnership Forum Chair's report	Vice-chair	SGC1920-21	To <u>review</u> and seek clarification as appropriate
11.2	*Minutes of Partnership Forum meetings held on:			To <u>note</u> the minutes
	<ul style="list-style-type: none"> <li>• 20 August 2019</li> <li>• 17 September 2019</li> <li>• 15 October 2019</li> </ul>			
12	<b>Treated fairly and consistently</b>			
12.1	<b>Policies and Procedures:</b>			For <u>noting</u>
	<ul style="list-style-type: none"> <li>• MAPA Policy</li> <li>• Portable Appliance Testing</li> </ul>	Head of Corporate Services		
12.2	'Once for Scotland' Policies and report on status of PINs and progress against Human Resources policy timetable	HR Manager	SGC1920-22	For <u>noting</u> and <u>approval</u>
13	<b>Provided with a safe and improved working environment</b>			
13.1	Occupational Health and Safety Chairs Report	Head of Corporate Services	SGC1920-23	For <u>noting</u>
13.2	Information Governance Chairs Report	Head of Corporate Services	SGC1920-24	For <u>noting</u>
13.3	Workforce Report	HR Manager	SGC1920-	For <u>information</u> and to

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14	<b><u>Risks</u></b>		25	<u>provide</u> assurance
14.1	No items this meeting			To <u>note</u> report and <u>seek assurance</u> on performance
15	<b>Issues raised from Governance Committees</b>			To <u>review</u> issues raised and agree action
16	<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
17	<b>Any other competent business</b>	Chair		
17.1	<b>*Schedule of Meetings for year 2019/2020</b>			To <u>note</u> the timetable for 2019/20
17.2	<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  
David McArthur, Director of Nursing, Midwifery and Allied Health Professions  
Marthinus Roos, Medical Director

**In Attendance:**

Julie Colquhoun, 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