

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 28 August 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 29 May 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 – 26 June 2019 and 22 August 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	Workforce Report	Human Resources Manager	SGC1920-08	To <u>review</u> and seek assurance as appropriate
8	Annual audit of compliance with locum appointment arrangements	Human Resources Manager	SGC1920-09	For <u>information</u> and <u>noting</u>
9	Partnership Forum	Vice-chair	SCG1920-	To <u>review</u> and seek

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	Chair's report		10	clarification as appropriate
9.1	*Minutes of Partnership Forum meetings held on: <ul style="list-style-type: none"> • 21 May 2019 • 16 July 2019 			To <u>note</u> the minutes
10	Annual Report on Workforce Equality Measures	Human Resources Manager	SGC1920-11	For <u>consideration</u> and <u>approval</u>
11	Report on status of PINs and progress against Human Resources policy timetable	Human Resources Manager	SGC1920-12	To <u>note</u> the report
12	Board iMatter Report	Head of Corporate Services	SGC1920-13	To <u>review</u> and <u>seek assurance</u>
13	Policies and Procedures: <ul style="list-style-type: none"> • Implementation of Ionising Radiation • Business Continuity Management 	M Beech Resilience Officer		To <u>review</u> and <u>approve</u> the policies
14	<u>Risks</u>			
14.1	No items this meeting			To <u>note</u> report and <u>seek assurance</u> on performance
15	<u>Governance</u>			
15.1	Sturrock Report	Chief Executive	SGC1920-14	To <u>note</u> the Board response to the Cabinet Secretary
15.2	Staff Governance Standards <ul style="list-style-type: none"> • Well Informed • Appropriately Trained • Involved in decisions that affect them • Treated fairly and consistently • Provided with a safe working environment 	HR Manager	SGC1920-15	To <u>discuss</u> and <u>agree</u> future reporting arrangements

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16	Issues raised from Governance Committees			To <u>review</u> issues raised and agree action
17	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 Governance Committee for scrutiny
18	Any other competent business	Chair		
19	*Schedule of Meetings for year 2019/2020			To <u>note</u> the timetable for 2019/20
20	*Record of Attendance			To <u>note</u> the attendance record
21	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 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 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