

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee of Orkney NHS Board** held **virtually via MS Teams, The Balfour, Kirkwall** on **Monday 25 May 2020 at 2.00 pm**

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 26 February 2020	Chair		To check for accuracy, <u>approve</u> and signature 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 –23 April and 14 May 2020 (agendas attached for ease of reference)</i>	Chair	Verbal	To <u>note</u> the key issues arising from the Board since the last meeting
7	Governance			
7.1	Final Staff Governance Committee Annual report	Chair	SGC2021-01	To <u>approve</u> the final report

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7.2	Report on Circulars	Head of Corporate Services		To <u>note</u> the published circulars
8	Organisational Culture			
8.1	Staff Governance and Sturrock Improvement Plan	Head of Corporate Services	SGC2021-02	For <u>discussion</u> and <u>approval</u>
8.2	I-Matter	Head of Corporate Services	Verbal	To <u>note</u> the position
9	Appropriately Trained			
9.1	Statutory and Mandatory Training Report	Head of Corporate Services	SGC2021-03	To <u>note</u> the report and the recommendations
10	Involved in decisions that affect them			
10.1	Partnership Forum Chair's report	Vice-chair	Verbal	To <u>review</u> and seek clarification as appropriate
10.2	*Minutes of Partnership Forum meetings held on: <ul style="list-style-type: none"> • 18 February 2020 			To <u>note</u> the minutes
11	Treated fairly and consistently			
11.1	Policies and Procedures: <ul style="list-style-type: none"> • Electrical Safety Policy 	Head of Corporate Services		To <u>approve</u> the policies
11.2	'Once for Scotland' Policies and report on status of PINs and progress against Human Resources policy timetable	HR Manager	Verbal	To <u>note</u> the update

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11.3	COVID-19 temporary staff	Head of Corporate Services	SGC2021-04	For <u>discussion</u> and <u>approval</u>
11.4	Scottish Public Sector Pay Policy 2020 to 2021	Head of Corporate Services		For <u>information</u> and <u>noting</u>
12	Provided with a safe and improved working environment			
12.1	Information Governance Chairs Report	Head of Corporate Services	SGC2021-05	For <u>noting</u>
12.2	Staff Health and Wellbeing Update	Head of Corporate Services	SGC2021-06	For <u>approval</u>
13	<u>Risks</u>			
13.1	Staff Governance Risk Report	Head of Corporate Services	SGC2021-07	To <u>note</u> report and <u>seek assurance</u> on performance
14	Issues raised from Governance Committees			To <u>review</u> issues raised and agree action
	<ul style="list-style-type: none"> • Finance and Performance Committee 			
15	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
16	Any other competent business	Chair		
16.1	*Schedule of Meetings for year 2020/2021			To <u>note</u> the timetable for 2020/2021
16.2	*Record of Attendance			To <u>note</u> the attendance record
17	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
David McArthur, Director of Nursing, Midwifery, Allied Health Professions and Acute Services

In Attendance:

Julie Colquhoun, Head of Corporate Services
Marthinus Roos, Medical Director

Local Human Resources staff as required for specific agenda items:

Lewis Berston, Human Resources Logistics Officer