

## 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 26 February 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 27 November 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 –19 December 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	Draft Staff Governance Committee Annual Report 2019/20	Chair	SGC1920-26	To review and <u>approve</u> the Annual Report
7.2	Staff Governance Monitoring Return 2018/19	Head of Corporate Services	SGC1920-27	To <u>note</u> the Scottish Government return

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<b>8</b>	<b>Well Informed</b>			
8.1	Communication Strategy	Head of Corporate Services	SGC1920-28	To provide an <u>update</u> on progress
8.2	HRD Update	Head of Corporate Services	SCC1920-29	For <u>information</u> and <u>noting</u>
8.3	Human Resources / Occupational Health Services at NHS Orkney	Head of Corporate Services	SGC1920-30	For <u>information</u> and <u>noting</u>
8.4	EU Withdrawal Update	Head of Corporate Services	SGC1920-31	For <u>information</u> and <u>noting</u>
<b>9</b>	<b>Appropriately Trained</b>			
9.1	Medical Appraisal Revalidation QA Report 2019	Medical Director	SGC1920-32	For <u>discussion</u> and <u>noting</u>
<b>10</b>	<b>Involved in decisions that affect them</b>			
10.1	Partnership Forum Chair's report	Vice-chair	SGC1920-33	To <u>review</u> and seek clarification as appropriate
10.2	*Minutes of Partnership Forum meetings held on: <ul style="list-style-type: none"> <li>• 19 November 2019</li> <li>• 17 December 2019</li> <li>• 21 January 2020</li> </ul>			To <u>note</u> the minutes
<b>11</b>	<b>Treated fairly and consistently</b>			
11.1	<b>Policies and Procedures:</b> No policies this month			
11.2	'Once for Scotland' Policies and report on status of PINs and progress against Human Resources policy timetable	HR Manager	SGC1920-34	For <u>noting</u> and <u>approval</u>
11.3	National Whistleblowing	Head of	SCG1920-	For <u>noting</u> and <u>approval</u>

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	Standards	Corporate Services	35	
11.4	Health and Social Care Staff Experience Report	Head of Corporate Services	SGC1920-36	For <u>information</u> and <u>discussion</u>
<b>12</b>	<b>Provided with a safe and improved working environment</b>			
12.1	Occupational Health and Safety Chairs Report	Head of Corporate Services	SGC1920-37	For <u>noting</u>
12.2	Information Governance Chairs Report	Head of Corporate Services	SGC1920-38	For <u>noting</u>
12.3	Integrated Health and Social Care – Workforce Planning for Scotland: Guidance	Head of Corporate Services	SGC1920-39	For <u>noting</u>
<b>13</b>	<b><u>Risks</u></b>			
13.1	Staff Governance Risk Report	Head of Corporate Services	SCG1920-40	To <u>note</u> report and <u>seek assurance</u> on performance
<b>14</b>	<b>Committee Annual Review</b>	Chair	SGC1920-41	
14.1	Terms of Reference			To <u>review</u> and <u>agree</u> proposed changes
14.2	Committee Risks, Controls and Assurance Framework			To <u>review</u> and <u>agree</u> proposed changes
14.3	Work Plan			To <u>review</u> and <u>agree</u> proposed changes
14.4	Business cycle			To <u>review</u> and <u>agree</u> proposed changes
<b>15</b>	<b>Issues raised from Governance Committees</b>			To <u>review</u> issues raised and agree action
<b>16</b>	<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

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17	<b>Any other competent business</b>	Chair		
	<ul style="list-style-type: none"> <li>• Peedie Breeks</li> </ul>			
17.1	<b>*Schedule of Meetings for year 2019/2020 and 2020/2021</b>			To <u>note</u> the timetable for 2019/20 and 2020/2021
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, Allied Health Professions and  
Acute Services  
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