

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee** of Orkney NHS Board held via MS Teams, The Balfour, Kirkwall on 9 July 2020 at 10.00 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 25 May 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 –28 May and 25 June 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	Area Partnership Forum Annual Report	Vice-Chair	SG2021-08	For <u>information</u> and <u>noting</u>
7.2	Remuneration Annual Report	Chair	SG2021-09	For <u>information</u> and <u>noting</u>
7.3	Report on circulars	Vice-Chair		For <u>information</u> and <u>noting</u>

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8	Organisation Culture			
8.1	iMatter	Head of Corporate Services	Verbal	To provide a <u>verbal</u> update
8.2	Staff Governance Action Plan	Head of Corporate Services	Verbal	To provide a <u>verbal</u> update
9	Well Informed			
9.1	HRD Update	Head of Corporate Services	SG2021-10	
9.2	HR / OHS Transition	Head of Corporate Services	SGC2021-11	
10	Appropriately Trained			
10.1	Medical Education	Head of Corporate Services	SG2021-12	
10.2	Annual Nursing Revalidation Report	Director of Nursing, Midwifery, AHPs and Acute Services	SG2021-13	To <u>review</u> and <u>seek assurance</u> on performance
10.3	Face to Face Training	Head of Corporate Services	SG2021-14	
11	Involved in decisions that affect them			
11.1	Partnership Forum Chair's report	Vice-Chair		To <u>review</u> and seek clarification as appropriate
11.2	*Minutes of Partnership Forum meetings held on: <ul style="list-style-type: none"> 14 May 2020 			To <u>note</u> the minutes
12	Treated fairly and consistently			
12.1	Policies and Procedures: <ul style="list-style-type: none"> Protocol for reducing the risk of transmission of COVID-19 infection to Orkney by peripatetic health & care workers 	S Johnston		For <u>noting</u>

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12.2	NHS Orkney Equality Equal Pay Monitoring Report	Head of Corporate Services	SG2021-15	
13	Provided with a safe and improved working environment			
13.1	Occupational Health and Safety Chairs Report	Head of Corporate Services		For <u>noting</u>
13.2	Information Governance Chairs Report	Head of Corporate Services		For <u>noting</u>
13.3	Workforce Report	Head of Corporate Services	Verbal	To provide a <u>verbal</u> update
14	Risks			
14.1	Staff Governance Risk Report	Head of Corporate Services	SG2021-16	To <u>note</u> report and <u>seek assurance</u> on performance
14.2	Testing of Asymptomatic Health and Social Care Workers relating to Off Island Travel	Head of Corporate Services	SG2012-17	For <u>noting</u>
15	Staff Successes			
15.1	Attend Anywhere	K Low / C Curtis	Verbal	
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		
18.1	*Schedule of Meetings for year 2019/2020			To <u>note</u> the timetable for 2020/21
18.2	*Record of Attendance			To <u>note</u> the attendance record

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19 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
 Jason Taylor, Non Executive Board Member
 Issy Grieve, Non Executive Board Member
 Kate Smith, Partnership Representative
 VACANT Staff Representative
 Michael Dickson, Interim Chief Executive
 Julie Colquhoun, Head of Corporate Services
 - LEAD

In Attendance:

David McArthur, Director of Nursing,
 Midwifery, Allied Health Professions and
 Acute Services
 Marthinus Roos, Medical Director
 Barbara Womack, Practice Education
 Facilitator

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

Ingrid Smith, Human Resources Manager