

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee** of Orkney NHS Board held via MS Teams on **18 September 2020 at 11.00 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 9 July 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 – 16 July 2020 (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	Governance			
7.1	Health and Care (Staffing) (Scotland) Act Update	Healthcare Staffing Nurse Lead	SGC2021-18	To provide an <u>update</u> and <u>assurance</u> on the national position
7.2	Report on Circulars	Vice-Chair	SGC2021-19	For <u>information</u> and <u>noting</u>
8	Organisation Culture			

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8.1	iMatter	Workforce Development Manager	SG2021-20	To <u>note</u> the update on the national position
8.2	Staff Health & Wellbeing Report	Head of Corporate Services	SG2021-21	For <u>noting</u>
9	Well Informed			
	No items for this meeting.			
10	Appropriately Trained			
10.1	Audit on Agency Locum Medical Staff Fitness to Practice File	Human Resources Manager	SG2021-22	For <u>information</u>
10.2	Corporate Induction	G Bartlett	Verbal	To <u>note</u> the presentation
10.3	Annual Report on Workforce Development Activity	Workforce Development Manager	SGC2021-23	For <u>information</u> and <u>discussion</u>
11	Involved in decisions that affect them			
11.1	Partnership Forum Chair's report	Vice-Chair	SGC2021-24	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"> • 16 June 2020 • 21 July 2020 			
12	Treated fairly and consistently			
12.1	Policies and Procedures:			
	<i>No policies for approval.</i>			
13	Provided with a safe and improved working environment			
13.1	Occupational Health and Safety Chairs Report and COVID update	Head of Corporate Services	SGC2021-25	For <u>assurance</u> against standards
13.2	Information Governance Chairs Report			
	<i>No report this month</i>			

	Topic	Lead Person	Paper Number	Purpose
13.3	Workforce Report	Head of Corporate Services	SGC2021-26	For <u>noting</u> and <u>discussion</u>
14	Risks			
14.1	Staff Governance Risk Report	Head of Corporate Services	SGC2021-27	To <u>note</u> report and <u>seek assurance</u> on performance
15	Issues raised from Governance Committees			To <u>review</u> issues raised and agree action
16	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
17	Any other competent business	Chair		
17.1	*Schedule of Meetings for year 2019/2020			To <u>note</u> the timetable for 2020/21
17.2	*Record of Attendance			To <u>note</u> the attendance record
18	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 Partnership 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
Barbara Womack, Practice Education Facilitator

Local Human Resources staff as required for specific agenda items:

Ingrid Smith, Human Resources Manager