

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee of Orkney NHS Board** held via MS Teams on **26 May 2021 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 24 February 2021	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 meetings – 25 February and 22 April 2021 (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	Staff Governance Draft Action Plan	Interim Director of Human Resources	SGC2122-01	To <u>agree</u> the plan and <u>confirm</u> future reporting requirements
8	Governance			
8.1	Final Staff Governance Committee Annual Report 2020/21	Chair	SGC2122-02	To <u>ratify the virtual approval</u> of the Annual Report as submitted to the Audit Committee.

	Topic	Lead Person	Paper Number	Purpose
8.2	Remuneration Committee Annual Report	Interim Director of Human Resources	SGC2122-03	To <u>review</u> and <u>seek assurance</u> on performance
8.3	Area Partnership Forum Annual Report	Vice Chair	SGC2122-04	To <u>review</u> and <u>seek assurance</u> on performance
8.4	Report on Circulars	Vice-Chair	SGC2122-05	For <u>information</u> and <u>assurance</u> that circulars have been implemented
8.5	Staff Governance Monitoring Exercise 2020-21	Vice-Chair and Interim Director of Human Resources	SGC2122-06	To <u>note</u> the timetable
8.6	Committee Effectiveness survey	Chair	SGC2122-07	To <u>note</u> and discuss the outcomes
9	Organisation Culture			
	No agenda items this meeting			
10	Well Informed			
	No agenda items this meeting			
11	Appropriately Trained			
	No agenda items this meeting			
12	Involved in decisions that affect them			
12.1	Partnership Forum Chair's report	Vice-Chair	SGC2122-08	To <u>review</u> and seek clarification as appropriate.
12.2	*Minutes of Partnership Forum meetings held on:			To <u>note</u> the minutes
	<ul style="list-style-type: none"> • 2 February 2021 • 16 February 2021 • 16 March 2021 • 20 April 2021 			
13	Treated fairly and consistently			

	Topic	Lead Person	Paper Number	Purpose
13.1	Policies and Procedures:			
13.1.1	Health and Safety Policy	Head of Estates and Facilities	SGC2122-09	To <u>approve</u> the policy on the recommendation of the Area Partnership Forum
13.1.2	Corporate Health and Safety Strategy	Head of Estates and Facilities	SGC2122-10	To <u>recommend Board approval</u> of the Strategy
13.2	NHS Orkney Equality and Diversity Workforce Monitoring Report 2020/21	Equality and Diversity Manager	SGC2122-11	To <u>review</u> the report and <u>recommend Board approval</u> for publication
14	Provided with a safe and improved working environment			
14.1	Interim Workforce Plan	Interim Director of Human Resources	SGC2122-12	<u>Note</u> the draft Interim Workforce Plan for the time period 1 April 2021 – 31 March 2022
14.2	Occupational Health and Safety Chairs Report and minutes	Head of Estates and Facilities	SGC2122-13	For <u>assurance</u> against Policy and Legislation
15	Risks			
15.1	Corporate Risks assigned to the Staff Governance Committee			Report not provided this meeting as organisational review being undertaken
16	Issues raised from Governance Committees			No issues had been raised
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 2021/22			To <u>note</u> the timetable for 2021/22
18.2	*Record of Attendance			To <u>note</u> the attendance record
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
Joanna Kenny, Non Executive Board Member
Lorraine Hall, Interim Director of Human Resources – LEAD
Michael Dickson, Interim Chief Executive
David McArthur, Director of Nursing, Midwifery, Allied Health Professions
Ryan McLaughlin, Staff Partnership Representative
Kate Smith, Partnership Representative

In Attendance:

Steven Phillips, Human Resources Manager
Ingrid Smith, Human Resources Manager

Local Human Resources staff and other officers of the Board as required for specific agenda items