

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee** of **Orkney NHS Board** held via **MS Teams** on **Tuesday, 24 August 2021 at 10:30am**

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 May 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	Chair's report from the Board <i>Last meetings – 24 June 2021 (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	Staff Governance Action Plan Update	Interim Director of Human Resources	SGC2122-14	To <u>receive</u> progress report on the plan
8	Governance			
8.1	Health and Care (Staffing) (Scotland) Act Report	Director of Nursing, Midwifery & AHPs/Healthc are Staffing	SGC2122-15	To provide an <u>update</u> and <u>assurance</u> on the national position

	Topic	Lead Person	Paper Number	Purpose
		Lead Nurse		
8.2	6-Monthly Report on Induction Compliance	Head of Talent Development & Culture, Improvement Advisor	SGC2122-16	For <u>information</u> and <u>assurance</u> that circulars have been implemented
8.3	Report on Circulars	Vice Chair	SGC2122-17	For <u>information</u> and <u>assurance</u> that circulars have been implemented
8.5	Annual Fitness to Practice Report (Audit and Workplan)	Interim Director of Human Resources	SGC2122-19	To <u>note</u> the timetable
9	Organisation Culture			
	No agenda items this meeting			
10	Well Informed			
	No agenda items this meeting			
11	Appropriately Trained			
	Revalidation (Doctors)	Interim Medical Director	SGC2122-20	To provide an <u>update</u> and <u>assurance</u> on the Board's position
12	Involved in decisions that affect them			
12.1	Partnership Forum Chair's report	Vice Chair	SGC2122-21	To <u>review</u> and seek clarification as appropriate.
12.2	*Minutes of Partnership Forum meetings held on: <ul style="list-style-type: none"> 15 June 2021 20 July 2021 			To <u>note</u> the minutes
13	Treated fairly and consistently			
13.1	Policies and Procedures:			
13.2	Data Protection Policy	Chair	SGC2122-22	To <u>approve</u> the policy on the recommendation of the Area Partnership Forum

	Topic	Lead Person	Paper Number	Purpose
13.3	Fire Safety Policy		SGC2122-23	To <u>approve</u> the policy on the recommendation of the Area Partnership Forum
13.4	Security Policy		SGC2122-24	To <u>approve</u> the policy on the recommendation of the Area Partnership Forum
13.5	Voluntary Retirement and Re-employment on a Part Time Basis Policy		SGC2122-25	To <u>approve</u> the policy on the recommendation of the Area Partnership Forum
14	Provided with a safe and improved working environment			
14.1	Occupational Health and Safety Chairs Report and minutes	Head of Estates and Facilities	SGC2122-26	For <u>assurance</u> against Policy and Legislation
14.2	Workforce Report	Interim Director of Human Resources	SGC2122-27	For <u>information</u> and <u>assurance</u>
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			
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 Support, Committee Chair or Lead Director'*

Distribution:

Committee Members:

In Attendance:

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

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**