

## Staff Governance Committee

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

Fiona MacKellar  
Vice 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 August 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 – 26 August, 28 October 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	SGC2122-27	To <u>receive</u> progress report on the plan
8	<b>Governance</b>			
8.1	Health and Care (Staffing) (Scotland) Act Report	Interim Director of Acute Services / Healthcare Staffing Lead Nurse	SGC2122-28	To provide an <u>update</u> and <u>assurance</u> on the national position

	Topic	Lead Person	Paper Number	Purpose
8.2	Remobilisation Plan Draft 4	Head of Assurance and Improvement	SGC2122-29	To <u>discuss</u> the submission
8.3	Staff Governance Monitoring Return final submission	Interim Director of Human Resources	SGC2122-30	For <u>information</u> and <u>assurance</u> that circulars have been implemented
8.4	Area Partnership Forum Constitution	Vice Chair	SGC2122-31	For <u>information</u> and <u>approval</u>
<b>9</b>	<b>Organisation Culture</b>			
9.1	Workforce report	Human Resources Manager	SGC2122-32	For <u>noting</u>
<b>10</b>	<b>Well Informed (Items in addition to that covered in the Staff Governance Action Plan)</b>			
10.1	National Whistleblowing compliance report	Interim Director of Human Resources	SGC2122-33	For <u>noting</u>
<b>11</b>	<b>Appropriately Trained (Items in addition to that covered in the Staff Governance Action Plan)</b>			
11.1	Statutory and Mandatory Training Group Terms of Reference	Interim Director of Human Resources	SGC2122-34	For <u>approval</u>
<b>12</b>	<b>Involved in decisions that affect them (Items in addition to that covered in the Staff Governance Action Plan)</b>			
12.1	Area Partnership Forum Chair's report	Vice Chair	SGC2122-35	To <u>review</u> and seek clarification as appropriate.
12.2	*Minutes of Area Partnership Forum meetings held on:			To <u>note</u> the minutes
	<ul style="list-style-type: none"> <li>• 17 August 2021</li> <li>• 21 September 2021 – <i>Cancelled</i></li> <li>• 19 October 2021</li> </ul>			
<b>13</b>	<b>Treated fairly and consistently (Items in addition to that covered in the Staff Governance Action Plan)</b>			

	Topic	Lead Person	Paper Number	Purpose
13.1	<b>Policies and Procedures:</b>			
13.2	Report on Status of Once for Scotland Policy	Chair	SGC2122-36	To <u>note</u> national position
13.3	Health and Safety Policies	NDP Contract Manager	SGC2122-37	To <u>approve</u> the policies on the recommendation of the Area Partnership Forum
13.3.1	Manual Handling Policy			
13.3.2	Management of Violence and Aggression Policy			
13.3.3	Slips, Trips and Falls Policy			
<b>14</b>	<b>Provided with a safe and improved working environment (Items in addition to that included in the Staff Governance Action plan)</b>			
14.1	HSE draft report	Interim Director of Human Resources	SCG2122-38	For <u>information</u> on recent visit
<b>15</b>	<b>Risks</b>			
15.1	Corporate Risks Aligned to the Staff Governance Committee	Head of Assurance and Improvement	SGC2122-39	For <u>information</u> and <u>assurance</u>
<b>16</b>	<b>Issues raised from Governance Committees</b>			No issues had been raised
<b>17</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
<b>18</b>	<b>Any other competent business</b>	Chair		
18.1	<b>*Schedule of Meetings for 2021/22</b>			To <u>note</u> the timetable for 2021/22
18.2	<b>*Record of Attendance</b>			To <u>note</u> the attendance record
<b>19</b>	<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 Support, Committee Chair or Lead Director'*

**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  
Kim Wilson Interim Director of Nursing and Acute  
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**