

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee** of **Orkney NHS Board** held via **MS Teams** on **Wednesday, 8 June 2022 at 10:30am**

Joanna Kenny
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 November 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 | Chair | Verbal | To <u>note</u> the key issues arising from the Board since the last meeting |
| 7 | Virtual item log | Chair | SGC2223-01 | To <u>ratify</u> the items approved virtually during the agile governance period |
| 8 | <u>Staff Governance Action Plan</u> | | | |
| 8.1 | 2021/22 | Interim Director of Human Resources | SGC2223-02 | To <u>approve</u> the end of year for the 2021/22 plan |
| 8.2 | 2022/23 | Interim Director of Human Resources | SGC2223-03 | To <u>approve</u> the 2022/23 Action Plan |

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| 9 | Governance | | | |
| 9.1 | Remuneration Committee Annual Report | Vice Chair | SGC2223-04 | To <u>review</u> and <u>seek assurance</u> on performance |
| 9.2 | Area Partnership Forum Annual Report | Vice Chair | SGC2223-05 | To <u>review</u> and <u>seek assurance</u> on performance |
| 10 | Organisation Culture | | | |
| 10.1 | Workforce report | Human Resources Manager | SGC2122-06 | For <u>noting</u> |
| 10.2 | Draft Integrated Workforce Plan | Human Resources Manager | SGC2223-07 | To <u>note</u> the plan |
| 10.3 | Whistleblowing Annual Report | Medical Director | SGC2223-08 | To review the report and <u>recommend submission</u> to the NHS Orkney Board |
| 11 | Well Informed | | | |
| | No items in addition to those covered in the Staff Governance Action Plan | | | |
| 12 | Appropriately Trained | | | |
| | No items in addition to those covered in the Staff Governance Action Plan | | | |
| 13 | Involved in decisions that affect them (Items in addition to those covered in the Staff Governance Action Plan) | | | |
| 13.1 | Area Partnership Forum Chair's report | Vice Chair | SGC2122-09 | To <u>review</u> and seek clarification as appropriate. |
| 13.2 | *Minutes of Area Partnership Forum meetings held on: | | | To <u>note</u> the minutes |
| | <ul style="list-style-type: none"> • 15 February 2022 • 15 March 2022 • 19 April 2022 | | | |
| 14 | Treated fairly and consistently (Items in addition to that covered in the Staff | | | |

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| | Governance Action Plan | | | |
| 14.1 | Policies and Procedures: | | | |
| 14.1.1 | Report on Status of Once for Scotland Policy | Chair | SGC2223-10 | To <u>note</u> national position |
| 14.1.2 | Manual Handling policy | Interim Director of Human Resources | SG2223-11 | To <u>approve</u> the policy as recommended by the Occupational Health and safety Committee |
| 14.1.3 | Management of Violence and Aggression Policy | Interim Director of Human Resources | SG2223-12 | To <u>approve</u> the policy as recommended by the Occupational Health and safety Committee |
| 14.1.4 | Lone Working and Working in Isolation Policy | Interim Director of Human Resources | SG2223-13 | To <u>approve</u> the policy as recommended by the Occupational Health and safety Committee |
| 15 | Provided with a safe and improved working environment (Items in addition to those included in the Staff Governance Action plan) | | | |
| 15.1 | Occupational Health and Safety Annual Chairs Report | Interim Director of Human Resources | SCG2223-14 | To note the report and <u>take assurance</u> on current issues |
| 16 | Risks | | | |
| 16.1 | Corporate Risks Aligned to the Staff Governance Committee | Head of Assurance and Improvement | SGC2223-15 | For <u>information</u> and <u>assurance</u> |
| 17 | Cross Committee Assurance | | | To <u>note</u> the chairs report |
| | <ul style="list-style-type: none"> Audit and Risk Committee | | | |
| 18 | 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 |
| 19 | Any other competent business | | | |
| 19.1 | *Schedule of Meetings for | Chair | | To <u>note</u> the timetable for |

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| 2022/23 | | | 2021/22 |
| 19.2 | *Record of Attendance | | To <u>note</u> the attendance record |

** 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:

Joanna Kenny, Chair
Martha Gill, Vice Chair
Caroline Evans, Non-Executive Board Member
Jason Taylor, Non-Executive Board Member
Lorraine Hall, Interim Director of Human Resources – LEAD
Michael Dickson, Interim Chief Executive
Ryan McLaughlin, Staff Partnership Representative
Kate Smith, Partnership Representative

In Attendance:

Steven Phillips, Human Resources Manager
Ingrid Smith, Human Resources Manager
Matt Macleod, Health and Safety Manager
Des Creasey, Non-Executive Board Member (observing)

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