

## Staff Governance Committee

There will be a meeting of the **Staff Governance Committee** of Orkney NHS Board held via MS Teams on **Wednesday, 24 August 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 8 June 2022	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	<u>Staff Governance Action Plan</u>			
6.1	2022/23	Interim Director of Human Resources	SGC2223-16	To <u>receive</u> progress report on the plan and to seek assurance on progress
7	<b>Organisation Culture</b>			
7.1	Q1 Workforce Report – April – June 2022	Human Resources Manager	SGC2223-17	To <u>discuss</u> the report and implications
7.2	Workforce Plan	Human Resources Manager	SGC2223-18	To <u>discuss</u> the draft plan submitted to the Scottish Government

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7.3	iMatter report	Human Resources Manager	SGC2223-19	To <u>discuss</u> the report and implications
<b>8</b>	<b>Well Informed (Items in addition to those included in the Staff Governance Action plan)</b>			
	No items in addition to those covered in the Staff Governance Action Plan			
<b>9</b>	<b>Appropriately Trained (Items in addition to those included in the Staff Governance Action plan)</b>			
9.1	6-Monthly Report on Induction Compliance	Human Resources Manager	SGC2223-20	To <u>take assurance</u> on current compliance and agree how local departmental induction can be reported to future meetings.
<b>10</b>	<b>Involved in decisions that affect them (Items in addition to those covered in the Staff Governance Action Plan)</b>			
10.1	Area Partnership Forum Chair's report	Vice Chair	SGC2223-21	To <u>review</u> and seek clarification as appropriate.
10.2	*Minutes of Area Partnership Forum meetings held on: <ul style="list-style-type: none"> <li>• 17 May 2022</li> <li>• 21 June 2022</li> <li>• 19 July 2022</li> </ul>			To <u>note</u> the minutes
<b>11</b>	<b>Treated fairly and consistently (Items in addition to that covered in the Staff Governance Action Plan)</b>			
11.1	NHS Orkney Workforce Monitoring report 2021/22	Equality and Diversity Manager	SGC2223-22	To review the report and <u>recommend formal approval</u> by the Board
11.2	Health and Care (Staffing)(Scotland) Act Report	Interim Director of Nursing, Midwifery and AHP	SGC2223-23	To provide an <u>update</u> and <u>assurance</u>
<b>12</b>	<b>Policies and Procedures:</b>			
12.1	Report on Status of Once for Scotland Policy	-	-	No change or updates received since the last report
<b>13</b>	<b>Provided with a safe and improved working environment (Items in addition to those included in the Staff Governance Action plan)</b>			

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13.1	Health and Safety update	Interim Director of Human Resources	SCG2223-24	To note the update provided
<b>14</b>	<b>Risks</b>			
14.1	Corporate Risks Aligned to the Staff Governance Committee	Chair	SGC2223-25	For <u>information</u> and <u>assurance</u>
<b>15</b>	<b>Cross Committee Assurance</b>			
<b>16</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>17</b>	<b>Any other competent business</b>	Chair		
17.1	*Schedule of Meetings for 2022/23			To <u>note</u> the timetable for 2021/22
17.2	*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

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