

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee of Orkney NHS Board** held via MS Teams on **Wednesday, 22 February 2023 at 10:30am**

Joanna Kenny
Chair

B U S I N E S S

	Topic	Lead Person	Paper Number	Purpose
1	Apologies	Chair	Verbal	To <u>note</u> apologies
2	Declarations of Interests – agenda items	Chair	Verbal	To <u>consider</u> any declarations of interest relating to agenda items
3	Minute of meeting held on 23 November 2022	Chair	Verbal	To check for accuracy and <u>approve</u>
4	Matters Arising	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Staff Governance Committee - Agenda - 22 February 2023 Chair </div>	Verbal	To <u>seek assurance</u> that actions from previous meeting have been implemented in the agreed manner
5	Action Log	Chair	Verbal	To <u>monitor</u> progress against actions due before next meeting and to <u>agree</u> any corrective action required
6	Governance			
6.1	Committee Terms of Reference	Corporate Services Manager/Chair	SGC2223-31	To <u>approve</u> the Terms of Reference for 2023/24
6.2	Committee workplan/business cycle	Corporate Services Manager/Chair	SGC2223-32	To <u>approve</u> the workplan and business cycle for 2023/24
7	Staff Governance Action Plan			
7.1	2022/23	Interim Director of Human Resources	SGC2223-33	To <u>receive</u> progress report on the plan and to seek assurance on progress

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8	Organisation Culture			
8.1	Q3 Workforce Report – Oct – Dec 2022	Human Resources Manager	SGC2223-34	To <u>discuss</u> the report and implications
8.2	People, Wellbeing and Culture Strategy - Update	Interim Director of Human Resources	SGC2223-35	To provide an <u>update</u> on the development of the Strategy
9	Well Informed (Items in addition to those included in the Staff Governance Action plan)			
	No items in addition to those covered in the Staff Governance Action Plan			
10	Appropriately Trained (Items in addition to those included in the Staff Governance Action plan)			
10.1	Staff Statutory and Mandatory Learning/Induction Statistic awareness	Talent and Culture Manager	SGC2223-36	To <u>note</u> the update
11	Involved in decisions that affect them (Items in addition to those covered in the Staff Governance Action Plan)			
11.1	Area Partnership Forum Chair's Report	Interim Chief Executive	SGC2223-37	To <u>review</u> and seek clarification as appropriate.
11.2	*Minutes of Area Partnership Forum meetings held on:	Interim Chief Executive	SGC2223-38	To <u>note</u> the minutes
	<ul style="list-style-type: none"> • 18 October 2022 • 15 November 2022 • 20 December 2022 			
12	Treated fairly and consistently (Items in addition to that covered in the Staff Governance Action Plan)			
	No items in addition to those covered in the Staff Governance Action Plan			
13	Policies and Procedures:			
13.1	Report on Status of Once for Scotland Policy	Human Resources Manager	Verbal	<u>No further update</u> for this meeting
13.2	Ventilation Systems Policy	Estates Manager	SG2223-39	To <u>approve</u> the policy on the recommendation of the

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14	Provided with a safe and improved working environment (Items in addition to those included in the Staff Governance Action plan)			
14.1	Introduction of H&S Control Book System	Health and Safety Lead	SCG2223-40	To <u>approve</u> the implementation of the system
15	Risks			
15.1	Corporate Risks Aligned to the Staff Governance Committee	Chair	SGC2223-41	For <u>information</u> and <u>assurance</u>
16	Agree any issues to be raised to Board and Governance Committees	All	Verbal	<u>Identify issues</u> to be included in chairs report / or referred to other Governance Committee for scrutiny
17	Any other competent business	All	Verbal	
18	Items for Information and Noting			
18.1	Circular - DL (2023) 04 - Carry Forward of Annual Leave		Attached	To <u>note</u> the circular
18.2	*Schedule of Meetings for 2022/23 and 2023/24		Attached	To <u>note</u> the timetables
18.3	*Record of Attendance		Attached	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
 Ryan McLaughlin, Vice Chair
 Des Creasey, 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

In Attendance:

Steven Phillips, Head of People and Culture
 Ingrid Smith, Human Resources Manager
 Lawrence Green, Health and Safety Lead

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

Bob Walker, Partnership Representative