

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee** of **Orkney NHS Board** held via **MS Teams** on **Wednesday, 23 November 2022 at 10:30am**

Joanna Kenny
Chair

Presentation RGU Graduate Apprenticeships

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 with regard to agenda items
3	Minute of meeting held on 24 August 2022	Staff Governance Committee Minute - 24 August 2022 Chair	Verbal	To check for accuracy and <u>approve</u>
4	Matters Arising	Chair	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	Staff Governance Action Plan			
6.1	2022/23	Interim Director of Human Resources	SGC2223-26	To <u>receive</u> progress report on the plan and to seek assurance on progress
7	Organisation Culture			
7.1	Q2 Workforce Report – July – Sept 2022	Human Resources Manager	SGC2223-27	To <u>discuss</u> the report and implications
8	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

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9	Appropriately Trained (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	Involved in decisions that affect them (Items in addition to those covered in the Staff Governance Action Plan)			
10.1	Area Partnership Forum Chair's Report	Vice Chair	SGC2223-28	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"> • 16 August 2022 • 20 September 2022 • 18 October 2022 	Vice Chair		To <u>note</u> the minutes
11	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			
12	Policies and Procedures:			
12.1	Report on Status of Once for Scotland Policy	Human Resources Manager	Verbal	<u>No further update</u> for this meeting
12.2	Communications Framework and Policy	Chief Executive Officer	SGC2223-29	To <u>consider</u> and <u>provide feedback</u>
12.3	IT policies	Chair	SGC2223-29	To <u>approve</u> the policies as presented
13	Provided with a safe and improved working environment (Items in addition to those included in the Staff Governance Action plan)			
13.1	Occupational Health and Safety – Chairs Report	Interim Director of Human Resources	SCG2223-30	To <u>note</u> the update provided and take assurance
13.1.1	Health and Safety Executive (HSE) Update	Interim Director of Human Resources	Verbal	
14	Cross Committee Assurance		Verbal	

	Topic	Lead Person	Paper Number	Purpose
15	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
16	Any other competent business	All	Verbal	
17	Items for Information and Noting			
17.1	*Schedule of Meetings for 2022/23		Attached	To <u>note</u> the timetable for 2022/23
17.2	*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
 Martha Gill, 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
 VACANT, 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