

## Staff Governance Committee

There will be a meeting of the **Staff Governance Committee of Orkney NHS Board** held via MS Teams on **Wednesday, 24 May 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 22 February 2023	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	Governance			
6.1	Staff Governance Committee Annual Report 2022/23	Chair	SGC2324-01	To <u>approve</u> the Annual Report for 2022/23
6.2	Remuneration Committee Annual Report 2022/23	Interim Director of Human Resources	SGC2324-02	To <u>approve</u> the Annual Report for 2022/23
7	Staff Governance Action Plan			
7.1	Staff Governance Action Plan Approval of End of Year 2022/23	Interim Director of Human Resources	SGC2324-03	To <u>approve</u> the End of Year Action Plan 2022/23
7.2	Approval for 2023/24 Staff Governance Action Plan	Interim Director of Human Resources	SGC2324-04	To <u>approve</u> the Action Plan for 2023/24

	Topic	Lead Person	Paper Number	Purpose
<b>8</b>	<b>Organisation Culture</b>			
8.1	Q4 Workforce Report – Jan – Mar 2023	Human Resources Manager	SGC2324-05	To <u>discuss</u> the report and implications
<b>9</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>10</b>	<b>Appropriately Trained (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>11</b>	<b>Involved in decisions that affect them (Items in addition to those covered in the Staff Governance Action Plan)</b>			
11.1	Area Partnership Forum Chair's Report	Vice Chair	SGC2324-06	To <u>review</u> and seek clarification as appropriate.
11.2	*Minutes of Area Partnership Forum meetings held on:	Vice Chair	SGC2324-07	To <u>note</u> the minutes
	<ul style="list-style-type: none"> <li>• 17 January 2023</li> <li>• 21 February 2023</li> <li>• 28 March 2023</li> <li>• 18 April 2023</li> </ul>			
<b>12</b>	<b>Treated fairly and consistently (Items in addition to that covered in the Staff Governance Action Plan)</b>			
	No items in addition to those covered in the Staff Governance Action Plan			
<b>13</b>	<b>Policies and Procedures:</b>			
13.1	Report on Status of Once for Scotland Policy	Human Resources Manager	Verbal Update	To <u>note</u> the update
13.2	Safety Policies for Approval: <ul style="list-style-type: none"> <li>• First Aid Policy</li> <li>• RPE Policy</li> <li>• Control of COSHH Policy</li> </ul>	Health and Safety Lead	SGC2324-08	To <u>approval</u> the policies

	Topic	Lead Person	Paper Number	Purpose
	<ul style="list-style-type: none"> <li>• Management of Violence and Aggression Policy</li> <li>• Display Screen Equipment &amp; Eyesight Testing Policy</li> </ul>			
<b>14</b>	<b>Provided with a safe and improved working environment (Items in addition to those included in the Staff Governance Action plan)</b>			
14.1	Health & Safety Lead Annual Report 2022/2023	Health and Safety Lead	SGC2324-09	To <u>discuss</u> the report and implications
<b>15</b>	<b>Cross Committee Assurance</b>		Verbal	
<b>16</b>	<b>Agree any issues to be raised to Board and Governance Committees</b>	All	Verbal	<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>	All	Verbal	
<b>18</b>	<b>Items for Information and Noting</b>			
18.1	*Schedule of Meetings for 2023/24		Attached	To <u>note</u> the timetables
18.2	*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  
 Ryan McLaughlin, Vice Chair  
 Des Creasey, Non-Executive Board Member  
 Jason Taylor, Non-Executive Board Member  
 Lorraine Hall, Interim Director of Human Resources – LEAD  
 Laura Skaife-Knight, Chief Executive  
 Nickie Milne, Staff Partnership Representative  
 Bob Walker, Partnership Representative

##### **In Attendance:**

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

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

