

## Staff Governance Committee

There will be a meeting of the **Staff Governance Committee of Orkney NHS Board** held via **MS Teams** on **Wednesday, 23 August 2023 at 10:30am**

Joanna Kenny  
Chair

## B U S I N E S S

	Topic	Lead Person	Paper Number	Purpose
1	<b>Apologies</b>	Chair	Verbal	To <u>note</u> apologies
2	<b>Declarations of Interests – agenda items</b>	Chair	Verbal	To <u>consider</u> any declarations of interest relating to agenda items
3	<b>Minute of meeting held on 24 May 2023</b>	Chair	Verbal	To check for accuracy and <u>approve</u>
4	<b>Matters Arising</b>	Chair	Verbal	To <u>seek assurance</u> that actions from previous meeting have been implemented in the agreed manner
5	<b>Action Log</b>	Chair	Verbal	To <u>monitor</u> progress against actions due before next meeting and to <u>agree</u> any corrective action required
6	<b>Staff Governance Action Plan</b>			
6.1	Staff Governance Action Plan Priorities 2023/24	Interim Director of Human Resources	SGC2324-10	To <u>note</u> the progress report and to seek assurance on progress
7	<b>Organisation Culture</b>			
7.1	Q1 Workforce Report – Apr– Jun 2023	Head of People and Culture	SGC2324-11	To <u>discuss</u> the report and implications
7.2	NHS Orkney Equality and Diversity Mainstreaming Report 2023	Head of People and Culture	SGC2324-12	To <u>endorse</u> the report prior to Board approval
7.3	2023 iMatter – Update and Next Steps	Head of People and Culture	SGC2324-13	To <u>discuss</u> the report and implications

	Topic	Lead Person	Paper Number	Purpose
<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>			
	No items in addition to those covered in the Staff Governance Action Plan			
<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	APF Joint Chair	SGC2324-15	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>• 16 May 2023</li> <li>• 20 June 2023</li> <li>• 18 July 2023</li> </ul>	APF Joint Chair	SGC2324-16	To <u>note</u> the minutes
10.3	Area Partnership Forum Annual Report 2022/23	APF Joint Chair	SGC2324-17	To <u>approve</u> the Annual Report 2022/23
<b>11</b>	<b>Treated fairly and consistently (Items in addition to that covered in the Staff Governance Action Plan)</b>			
11.1	The Health and Care (Staffing) Scotland Act 2019	Director of Nursing, Midwifery, Allied Health Professionals and Acute	SGC2324-18	To <u>note</u> the report
<b>12</b>	<b>Provided with a safe and improved working environment (Items in addition to those included in the Staff Governance Action plan)</b>			
12.1	Occupational Health, Safety and Wellbeing – Chairs Report, approved action notes and constitution	Health and Safety Lead	SGC2324-19	To <u>note</u> the update provided and take assurance
12.2	Health & Safety Lead Update April / May 2023	Health and Safety Lead	SGC2324-20	To <u>discuss</u> the report and implications
12.3	Risk and Assurance	Planning,	SGC2324-	To <u>discuss</u> the report and

	Topic	Lead Person	Paper Number	Purpose
	Report	Performance and Risk Manager	21	implications
13	<b>Cross Committee Assurance</b>		Verbal	
14	<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
15	<b>Any other competent business</b>	All	Verbal	
16	<b>Items for Information and Noting</b>			
16.1	STAC(TCS02)2023 - Band 2 and 3 Nursing Clinical Support Worker Profiles - Bank Workers		Attached	To <u>note</u> the circular
16.2	*Schedule of Meetings for 2023/24		Attached	To <u>note</u> the timetables
16.3	*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  
 Sam Thomas, Director of Nursing, Midwifery, AHPs and Acute  
 Laura Skaife-Knight, Chief Executive  
 Nickie Milne, Staff Partnership Representative  
 VACANT, Partnership Representative

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

Steven Phillips, Head of People and Culture  
 Lawrence Green, Health and Safety Lead

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