

Staff Governance Committee

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

Joanna Kenny
Chair

Open University Presentation

A presentation from the recent OU graduates on their experience.

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 August 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	Risk			
6.1	Risk and Assurance Report	Planning, Performance and Risk Manager	Paper not received	-
7	Staff Governance Action Plan			
7.1	Staff Governance Action Plan Priorities 2023/24	Interim Director of People and Culture	SGC2324-22	To <u>seek</u> assurance on progress

	Topic	Lead Person	Paper Number	Purpose
8	Organisation Culture			
8.1	Q2 Workforce Report – July - Sept 2023	Head of People and Culture	SGC2324-23	To <u>discuss</u> the report and implications
8.2	Staff Governance Monitoring Return	Head of People and Culture	SGC2324-24	To <u>approve</u> the return
8.3	Succession Planning Toolkit - Update	Talent and Culture Manager	SGC2324-25	To <u>introduce</u> the Succession Planning Toolkit to the committee
9	Well Informed (Items in addition to those included in the Staff Governance Action plan)			
9.1	CEO 100 Day Report – progress update	CEO	SGC2324-26	To <u>provide feedback</u> on progress since publication
10	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			
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 Assurance Reports: <ul style="list-style-type: none"> 19 September 2023 and approved minutes <ul style="list-style-type: none"> 15 August 2023 19 September 2023 	APF Joint Chair	SGC2324-27	To <u>seek assurance</u> from the report and minutes
12	Treated fairly and consistently (Items in addition to that covered in the Staff Governance Action Plan)			
12.1	The Health and Care (Staffing) Scotland Act 2019	Director of Nursing, Midwifery, Allied Health Professionals and Acute	Paper not received	-
12.2	Workforce Policy Implementation – Update	HR Manager	SGC2324-28	To <u>take assurance</u> on progress

	Topic	Lead Person	Paper Number	Purpose
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, Safety and Wellbeing – Chairs Assurance Report 31 October 2023	OHSWC Joint Chair	SGC2324-29	To <u>note</u> the update provided and take assurance
13.2	Health & Safety Lead Update August/September 2023	Health and Safety Lead	SGC2324-30	To <u>discuss</u> the report and implications
14	Items to be included on the Chairs Assurance Report	All	Attached	To <u>agree</u> items to be included in Chairs Assurance Report / or referred to another Governance Committee for scrutiny
15	Any other competent business	All	Verbal	
16	Items for Information and Noting			
16.1	DL (2023) 28 - Interim National Menopause And Menstrual Health Policy For NHS Scotland	Chair	Attached	To <u>note</u> the circular
16.2	SPPA - NHS Pension Schemes 2023/11	Chair	Attached	To <u>note</u> the circular
16.3	*Schedule of Meetings for 2023/24	Chair	Attached	To <u>note</u> the timetables
16.4	*Record of Attendance	Chair	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

In Attendance:

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

Linda McGovern, Interim Director of People
and Culture – LEAD
Sam Thomas, Director of Nursing, Midwifery,
AHPs and Acute
Laura Skaife-Knight, Chief Executive
Nickie Milne, Staff Partnership Representative
VACANT, Partnership Representative

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