

Staff Governance Committee

There will be a meeting of the **Staff Governance Committee of Orkney NHS Board** held **via MS Teams** on **Wednesday, 28 February 2024 at 9:30am**

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 November 2023	Chair	Verbal	To check for accuracy and <u>approve</u>
4	Chairs Assurance Report 22 November 2023 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	Head of Quality, Safety and Risk	SGC2324-33	To <u>evaluate</u> and <u>discuss</u> the risks
6.2	Integrated Performance Report	Chief Executive	SGC2324-34	To <u>examine</u> and <u>consider</u> the implications of the performance levels
7	Governance			

	Topic	Lead Person	Paper Number	Purpose
7.1.	Committee Terms of Reference	Chair	SGC2324-35	To <u>approve</u> the Terms of Reference for 2024/25
7.2	Committee workplan/business cycle	Chair	SGC2324-36	To <u>approve</u> the workplan and business cycle for 2024/25
8	Staff Governance Action Plan			
8.1	Staff Governance Action Plan Priorities 2023/24	Interim Director of People and Culture	SGC2324-37	To <u>seek</u> assurance on progress
9	Organisation Culture			
9.1	Q3 Workforce Report – Oct - Dec 2023	Head of People and Culture	SGC2324-38	To <u>discuss</u> the report and implications
9.2	Whistleblowing – Quarter 3 Update	Chief Executive	SGC2324-39	To <u>review</u> information relating to concerns raised on a quarterly basis
9.3	iMatter Benchmarking	Interim Director of People and Culture	SGC2324-40	To <u>update</u> on the national benchmarking and to discuss next steps
9.4	Sickness Absence update following Finance and Performance in depth review	Interim Director of People and Culture	SGC2324-41	To <u>discuss</u> the report and implications
9.5	Wellbeing Co-ordinator introduction and update	Wellbeing Co-ordinator	Presentation	To receive an <u>update</u> on the wellbeing agenda
10	Well Informed (Items in addition to those included in the Staff Governance Action plan)			
10.1	Communications Update – relating to Staff Governance	Chair	SGC2324-42	To <u>note</u> information provided to staff
10.2	NHS Scotland Workforce Policies Consultation	Interim Director of Human Resources	SGC2324-43	To <u>note</u> and <u>discuss</u> information provided to staff
11	Appropriately Trained (Items in addition to those included in the Staff Governance Action plan)			

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11.1	Education Presentation – Introduction	Director of Medical Education	SGC2324-44	To receive an update on Medical Education
11.2	Open University Student Response	Director of Nursing, Midwifery, AHPS and Acute	SGC2324-45	To receive an <u>update</u> around actions taken following previous presentation
12	Involved in decisions that affect them (Items in addition to those covered in the Staff Governance Action Plan)			
12.1	Area Partnership Forum Chairs Assurance Report	APF Joint Chair	SGC2324-46	To <u>note</u>
	17 October 2023 28 November 2023			
	Area Partnership Forum Minute		SGC2324-47	
	17 October 2023			
12.2	Area Partnership Forum Constitution	APF Joint Chair	SGC2324-48	To <u>discuss</u> the proposal
12.3	JLNC Update	Medical Director	Verbal Update	To <u>note</u> the update
13	Treated fairly and consistently (Items in addition to that covered in the Staff Governance Action Plan)			
13.1	The Health and Care (Staffing) Scotland Act 2019	Director of Nursing, Midwifery, Allied Health Professionals and Acute	SGC2324-49	To <u>seek</u> assurance from the report
14	Provided with a safe and improved working environment (Items in addition to those included in the Staff Governance Action plan)			
14.1	Health & Safety Lead Update	Health and Safety Lead	SGC2324-50	To <u>discuss</u> the report and implications
14.2	Work Related Stress Survey Results	Health and Safety Lead	SGC2324-51	To <u>approve</u> the recommendations in the report
15	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

	Topic	Lead Person	Paper Number	Purpose
				Governance Committee for scrutiny
16	Any other competent business	All	Verbal	
17	Items for Information and Noting			
17.1	*Schedule of Meetings for 2024/25	Chair	Attached	To <u>note</u> the timetables
17.2	*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
 Jason Taylor, Non-Executive Board Member
 Sam Thomas, Director of Nursing, Midwifery, AHPs and Acute
 Laura Skaife-Knight, Chief Executive
 Nickie Milne, Staff Partnership Representative
 Karen Spence, Partnership Representative
 VACANT, ACF Chair

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