

Staff Governance Committee

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

Joanna Kenny
Chair

B U S I N E S S

	Topic	Lead Person	Paper Number	Purpose
1	Staff Story Leader of the Year, Team Orkney Awards – Karyn Tait	Chair	Verbal	To <u>note</u> the staff story
2	Apologies	Chair	Verbal	To <u>note</u> apologies
3	Declarations of Interests	Chair	Verbal	To <u>consider</u> any declarations of interest
4	Minute of meeting held on 28 February 2024 Chairs assurance report 28 February 2024	Chair	Verbal	To check for accuracy and <u>approve</u>
5	Matters Arising	Chair	Verbal	To <u>seek assurance</u> that actions from previous meeting have been implemented in the agreed manner
6	Action Log	Chair	Verbal	To <u>monitor</u> progress against actions due before next meeting and to <u>agree</u> any corrective actions
7	Risk			
7.1	Risk and Assurance Report	Director of People and Culture	SGC2425-01	To <u>evaluate</u> and <u>discuss</u> the risks
8	Assurance			
8.1	Staff Governance Committee Annual Report 2023/24	Chair	SGC2425-02	To <u>ratify</u> the virtual approval

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8.2	Staff Governance Action Plan End-of-Year report 2023/24	Head of People and Culture	SGC2425-03	To <u>approve</u> the report
8.3	Scottish Government response letter – Staff Governance Monitoring Return 2022/23	Director of People and Culture	SGC2425-04	To <u>note</u> the report
8.4	Area Partnership Forum Annual Report 2023/24	APF Joint Chair	SGC2425-05	To <u>note</u> the report
8.5	Remuneration Committee Annual Report 2023/24	Director of People and Culture	SGC2425-06	To <u>receive</u> the Annual Report for 2023/24 for information and assurance
8.6	Equality and Diversity Monitoring Report	Head of People and Culture	SGC2425-07	To <u>approve</u> the report
9	Workforce Performance			
9.1	Q4 Workforce Report – Jan – March 2024	Head of People and Culture	SGC2425-08	To <u>discuss</u> the report and implications
9.2	Health and Care (Staffing) Act (2019) implementation update	Healthcare Staffing Lead	SGC2425-09	To <u>note</u> the update
9.3	Agenda for Change non-pay amendments update	Director of People and Culture	SGC2425-10	To <u>note</u> the update
10	Culture			
10.1	Staff Stress Survey Results	Health and Safety Lead	SGC2425-11	
11	Staff Experience			
11.1	Planning for the iMatter survey 2024/25	Talent and Culture Manager	SGC2425-12	To <u>note</u> the plan
12	Leadership and Professional Development			
13	Recruitment and Retention			

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14	Education and Training			
14.1	Corporate Training Plan Update for 2024/25	Talent and Culture Manager	SGC2425-13	To <u>note</u> the update
15	Occupational Health and Safety			
15.1	Health & Safety Lead Annual Report 2023/2024	Health and Safety Lead	SGC2425-14	To <u>approve</u> the report
15.2	Occupational Health, Safety and Wellbeing – Chair’s Assurance Report, approved action notes and constitution	Employee Director	SGC2425-15	To <u>note</u> the update and take assurance
16	Engagement and Partnership			
16.1	Area Partnership Forum Chair’s Assurance Reports 20 February 2024 25 March 2024 Area Partnership Forum Minutes 28 November 2023 20 February 2024 25 March 2024	APF Joint Chair	SGC2425-16	To <u>note</u> the report
16.2	JLNC Update	JLNC Chair	SGC2425-17	To <u>note</u> the update
16.3	Report on Status of Once for Scotland Policy	Head of People and Culture	SGC2425-18	To <u>note</u> the update
17	Items to be included on the Chair’s Assurance Report	All	Verbal	To <u>agree</u> items to be included in Chairs Assurance Report / or referred to another Governance Committee for scrutiny
18	Any other competent business	All	Verbal	
19	Items for Information and Noting			

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19.1	*Schedule of Meetings for 2024/25	Chair	Attached	To <u>note</u> the schedule of meetings for 2024/25
19.2	*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
Nickie Milne, Staff Partnership Representative
Karen Spence, Partnership Representative
VACANT, ACF Chair

In Attendance:

Jay O'Brien, Director of People and Culture
Laura Skaife-Knight, Chief Executive
Steven Phillips, Head of People and Culture
Jenny Fraser, JLNC Chair
Lawrence Green, Health and Safety Lead
Sam Thomas, Director of Nursing,
Midwifery, AHPs and Acute
Huw Thomas, Director of Medical
Education

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