



Staff Governance Committee - 12 February 2025

NHS Orkney

Wednesday, 12 February 2025 at 09:30 GMT to Wednesday, 12 February 2025 at 12:30 GMT

Agenda

1. Cover Paper

2. Staff Story - None recieved

3. Apologies

Presenter: Chair

To note apologies

4. Declarations of Interest - Verbal

Presenter: Chair

To consider any declarations of interest

5. Minute of meeting held on 14 November 2024 Chairs assurance report 14 August 2024

Presenter: Chair

To approve as an accurate record

6. Matters Arising - Verbal

To raise any matters from the minute not on the agenda

7. Action Log

Presenter: Chair

To monitor progress against actions due before next meeting and to agree any corrective actions

8. Chair's Assurance Reports

8.1. Area Partnership Forum Chair's Assurance Reports November 2024 and January 2025

Presenter: CEO, Employee Director

To note the report

8.2. Occupational Health, Safety and Wellbeing (OHSW) – Chair's Assurance Report 10 December 2024

To note the report

8.3. JLNC Chairs Assurance Report

Presenter: JLNC Chair

To note the report

9. Corporate Risk Register

Presenter: Director of People and Culture

To seek assurance, progress and mitigation's on the latest Corporate Risk Register on risks relating to staff governance

[9.1 - Appendix 1 Corporate Risk Register - Staff Governance Committee](#)

10. Staff Governance Terms of Reference and Workplan 2025/26

Presenter: Chair

To approve the Staff Governance Terms of Reference and Workplan 2025/26.

11. PEOPLE

12. Staff Experience Programme Implementation Plan

Presenter: Head of People and Culture

To approve the plan.

[12.1 - Appendix 1 Colleague Experience Highlight Report 2024 -2028](#)

13. E-Roster Update

Presenter: eRoster Lead

To discuss the benefits of the eRoster process.

14. Value and Recognition Programme Update February 2025

Presenter: Head of People and Culture

To seek assurance on implementation and effectiveness.

15. National iMatter Report

Presenter: Head of People and Culture

To receive assurance.

[15.1.2 - Appendix 2 - imatter national report 2024 excel data file](#)

16. PATIENT SAFETY QUALITY AND EXPERIENCE

16.1. Health and Care (Staffing) (Scotland) Act Quarter 3

Presenter: Health Care Staffing Lead

To seek assurance.

[16.1.1 - Appendix 4 Health and Care Staffing Act Quarter 3 External Agency Use Report](#)

[16.1.3 - Agency-reporting high cost Q3](#)

16.2. Whistle Blowing quarterly report Q3 24-25

Presenter: Head of Patient Safety, Quality and Risk

To receive and note the update

17. PERFORMANCE

17.1. Integrated Performance Report - Quarter 4 2024/25 and from April 2025 onwards

Presenter: Director of People and Culture

To note the process for reporting performance data in Quarter 4 (January – March) 2024/25 and arrangements for the production, approval and governance re: the Integrated Performance Report.

18. Potential

18.1. Health and Safety Update Report

Presenter: Health and Safety Lead Update

To discuss the report.

19. Any other competent business - Verbal

20. Items to be included on the Chair's Assurance Report - Verbal

Presenter: All

21. ITEMS FOR INFORMATION AND NOTING

21.1. Letter from co-chairs of Supplementary Staffing Task and Finish Group - AHP Agency - 17 January 2025

Presenter: Director of People and Culture

To note.

21.2. National Human Resource Directors Update January 2025

Presenter: Director of People and Culture

To note the update

21.3. Schedule of Meetings for 2025/26

Presenter: Head of Corporate Governance

21.4. Record of Attendance

Presenter: Chair