

## **NHS Health Scotland Staff Governance Committee: Terms of reference**

### **Constitution**

1. The NHS Health Scotland Board has established a Committee to be known as the Staff Governance Committee.
2. The Chair of the Staff Governance Committee will be a member of the Remuneration Committee.

### **Role**

3. The role of the Staff Governance Committee is to assure itself of the maintenance of a culture within NHS Health Scotland where the highest possible standards of staff management are the responsibility of everyone and are built upon partnership and collaboration.
4. It will ensure that robust arrangements to implement the Staff Governance Standard are in place and monitored. This includes acting as the 'parent committee' of the Remuneration Committee, which reports to the Staff Governance Committee.
5. It will also ensure that implementation of the Staff Governance Standard helps drive and support staff to achieve our Quality Ambitions, the Workforce 2020 Vision and the ambitions of our Strategic Framework for Action 2017-22 within a changing structural and policy landscape.
6. Recognising that 2019/20 will be the transition year for Health Scotland into Public Health Scotland, the Committee's agenda and schedule of business will pay due regard to the establishment of Public Health Scotland and other national plans and arrangements as they affect all Health Scotland staff.

### **Membership**

7. The Staff Governance Committee will be appointed by the Board and will consist of not less than 4 non-executive Board members, of whom one must be the Employee Director, plus the Chief Executive and two lay representatives from trade unions and professional organisations nominated by the NHS Health Scotland Partnership Forum.
8. A quorum will be 3 members, at least 2 of whom will be non-executive Board Members. Arrangements for ensuring a quorum are set out in the Board's Standing Orders. Members attending by tele or video conference will be determined as present for the purposes of quoracy.
9. The Chair of the Staff Governance Committee will be a non-executive Board Member, appointed by the Board. Arrangements to deal with the absence of the Chair are set out in the Board's Standing Orders.

## **Attendance at meetings**

10. The Chair of the Board and other NHS Health Scotland non-executive Board Members have the right to participate in meetings.
11. The Lead Director for Staff Governance will normally attend meetings of the Staff Governance Committee and may agree with the Chair of the Committee to invite additional members of staff to contribute to agenda items.
12. The Board or Committee will ensure the appointment of a Secretary to the Committee.

## **Arrangement of meetings**

13. Meetings are normally held 5 times a year. In addition, one joint seminar is normally held with the Partnership Forum. However during this transition period 3 Committee meetings have been scheduled. The Chair may call meetings more frequently if deemed necessary.
14. Any member of the Committee can propose an item for the agenda through the Chair.
15. Schedules for preparing, approving and distributing papers and minutes will be managed as per protocols agreed with the Board secretariat.

## **Authority**

16. The Staff Governance Committee will have delegated authority to act on behalf of the NHS Health Scotland Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any reasonable request made by the Committee.
17. The Staff Governance Committee is authorised by the Board to obtain independent professional advice and to secure the attendance of others with relevant experience and expertise if it considers this necessary.

## **Duties**

18. The duties of the Committee are as follows:
  - a) oversee the commissioning of structures and processes which ensure delivery of the Staff Governance Standard, which entitles staff to be:
    - well informed
    - appropriately trained and developed

- involved in decisions
  - treated fairly and consistently, with dignity and respect, in an environment where diversity is valued
  - provided with a continuously improving and safe working environment, promoting the health and wellbeing of staff, patients and the wider community.
- b) review evidence of attainment and maintenance of the Standard and other relevant legal obligations, ensure that performance management of the Staff Governance Action Plan is carried out, and, where there is evidence of NHS Health Scotland falling short of required standards, ensure that causes are identified and remedial action is recommended
- c) monitor and evaluate strategies and implementation plans relating to people management, including the NHS Health Scotland workforce plan and overseeing this plan to consider its relevance for both the 2020 Workforce Vision and the ambitions of A Fairer Healthier Scotland
- d) oversee the development and monitoring of all organisational policy related to workforce issues, ensuring compliance with national PIN policies
- e) provide staff governance information for the statement of internal governance and take responsibility for the timely submission of all staff governance information required for national monitoring arrangements
- f) oversee the effective operation of NHS Health Scotland's Partnership working arrangements and undertake joint work on relevant issues with NHS Health Scotland's Partnership Forum
- g) ensure that overarching staff governance responsibilities are being discharged by the Remuneration Committee
- h) ensure good communication and relationships with other standing committees of the Board
- i) report to the Board annually on its work and give relevant assurance to the Board and Accountable Officer relating to the Governance Statement.
- j) ensure Committee decisions are communicated appropriately to internal and external audiences
- k) ensure Committee members are provided with appropriate information and training to support them in carrying out their roles.

### **Reporting procedures**

19. Draft minutes will be presented by the Staff Governance Chair to the Board.
20. Minutes, abridged as necessary, of the Remuneration Committee will be received by the Staff Governance Committee. Receipt of these minutes and record of any discussion that follows will be recorded in the Staff Governance Committee minute, in order that overall assurances re the effective operation of the Remuneration Committee are presented to the Board.
21. Additional reports will be provided to the Board as required to ensure they are informed of current issues.

### **Review**

22. There will be an annual review of these terms of reference and the effective working of the Committee.

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