

## **STAFF GOVERNANCE COMMITTEE - TERMS OF REFERENCE**

### **1. Remit**

- 1.1 The NHS National Services Scotland (NSS) Staff Governance Committee (SGC) is established in accordance with the guidance given in the Staff Governance Standard 4<sup>th</sup> Edition published by the Scottish Government in June 2012 and is established as a committee of the NSS Board.
- 1.2 The purpose of the committee is to support and maintain a culture within NSS where the delivery of the highest possible standard of staff management is understood to be the responsibility of everyone and is built upon partnership and collaboration. It will ensure that robust arrangements to implement the Staff Governance Standard are in place and monitored.
- 1.3 The NSS Board Standing Orders have informed these Terms of Reference and the relevant paragraphs of the Standing Orders pertain to this Committee.

### **2. Membership**

#### Membership

- 2.1 Membership shall comprise six non-executive members of the Board (including the Board Chair and Employee Director) and four trade union representatives. A Committee Chair shall be nominated by the Board Chair and thereafter confirmed by the Board. The Committee will then select a Vice-Chair from among the membership to deputise for the Committee Chair as required.

#### Attendees

- 2.2 The Director of Human Resources shall be the lead executive officer to the Committee and will arrange for such other officers to attend as required by the business of the committee.

### **3. Quorum**

- 3.1 The Committee is quorate when there are three non-executive Board members present and one trade union representative present.

## **4. Meetings**

### Frequency of Meetings

- 4.1 The Committee shall meet as required but not less than four times a year.

### Minutes of Meetings

- 4.2 Minutes of the proceedings of the Committee shall be drawn up by or on behalf of the Board Secretary and submitted for approval to the next meeting of the Committee.
- 4.3 The Minutes of the Committee will be presented for information to the next scheduled meeting of the NSS Board, in either confirmed or unconfirmed format, as the means of updating the Board on the work of the Committee.

### Private Meetings

- 4.4 The Committee may agree to meet in private to consider certain items of business without any non-members present.
- 4.5 The minutes of the meeting will reflect when the Committee has resolved to meet in private.

## **5. Reporting**

- 5.1 The SGC is to report activities and progress annually to the NSS Board as described in these terms of reference. The SGC is to determine the style and content of these reports, subject to guidance and direction by the NSS Board.
- 5.2 The committee will submit an annual report to give the Board assurance around the detail of staff governance arrangements and monitoring process and to assure the Board that the SGC's aims are being met.
- 5.3 The SGC will review an annual report provided by the NSS Remuneration Committee in relation to its activities that support the overarching organisational achievement of the Staff Governance Standards prior to submission to the NSS Board.
- 5.4 The NSS Partnership Forum has a key role in the delivery and implementation of the Staff Governance Standards through the Staff Governance Action Plan. Regular reports from the Partnership Forum will be received to SGC to provide the necessary evidence and assurance.

## 6. Key Duties

- 6.1 The key duties of the Committee are to:
  - 6.1.1 Ensure an effective system of Governance and oversight for the management, safety and welfare of the workforce including a strategic workforce planning strategy.
  - 6.1.2 Oversee the development of frameworks which ensure delivery of the Staff Governance Standard.
  - 6.1.3 Review evidence of attainment and maintenance of the Staff Governance Standard through the Great Place to Work Plan (Staff Governance Action Plan). Where there is evidence of short falls the Staff Governance Committee will ensure that causes are identified, and remedial action recommended.
  - 6.1.4 Oversee the development and monitoring of all organisational policy related to workforce ensuring compliance with National Workforce Policies.
  - 6.1.5 Approve any policy amendment, funding, or resource submission to achieve the Staff Governance Standard, providing support as required to drive forward.
  - 6.1.6 Agree detailed and timely staff governance data reporting standards, ensuring that information is provided to support both NSS operating activities and national monitoring.
  - 6.1.7 Provide staff governance information for the Statement of Internal Control.
  - 6.1.8 Review quarterly staff risks contained in the NSS Corporate Risk Register and set out in the Integrated Risk Management Approach, identifying, and reporting on specific areas of concern.
  - 6.1.9 Review quarterly the NSS complaints report in the context of staff risk.
  - 6.1.10 Oversee the NSS values programme, ensuring that the values are embedded within NSS structures and processes.
  - 6.1.11 Review Quarterly and Annual Whistleblowing Reports.
  - 6.1.12 Provide assurance that systems and procedures are in place to manage the issues set out in MEL (1993) 114 (amended).
  - 6.1.13 Review and monitor the approach to Equality, Diversity, Inclusion and Human Rights. This includes reviewing and approving all documents for publication in relation to the Public Sector Equalities Duty providing assurance that systems and procedures are in place for compliance with the Equalities Act 2010 and related legislation.