APPENDIX 5

NHS GREATER GLASGOW AND CLYDE

STAFF GOVERNANCE COMMITTEE

1. Objectives

1.1 The purpose of the Staff Governance Committee is to provide assurance to the Board that NHS Greater Glasgow and Clyde meets its obligations in relation to staff governance under the National Health Service Reform (Scotland) Act 2004 and the Staff Governance Standard.

1.2 In particular, the Committee will seek to ensure that staff governance mechanisms are in place that take responsibility for performance against the Staff Governance Standard and are accountable for progress towards achievement of the Standard.

2. Membership and Conduct of Business

2.1 The Committee membership shall be appointed by the NHS Board and given a remit, including providing advice to the Board on the conduct of its business.

2.2 The Board shall nominate the membership from the Non-Executive Directors of the NHS Board to include the Chair of the Board and the Employee Director. The Committee will be co-chaired by the Employee Director and a Non-Executive Director appointed by the Board from the membership of the Committee.

2.3 At least three Members of the Committee must be present in order to form a quorum.

2.4 Members of the Area Partnership Forum listed below shall be ex-officio Members of the Committee (without voting rights):

- Director of Human Resources
- Associate Director of Human Resources (Acute)
- Director (representing CHCPs)
- Director (representing Acute)
- Head of Staff Governance
- Areas Partnership Forum Staff Side Secretaries (2)
- Area Partnership Forum Acute Division Joint Trade Union representative
- Area Partnership Forum CH(C)Ps Joint Trade Union representative
- Area Partnership Forum Mental Health Partnership Joint Trade Union representative.

The Committee may invite to attend other senior managers and trade union representatives.

2.5 The Head of Board Administration (or authorised nominee) shall provide secretariat support.

2.6 There should be four meetings per annum with provision for additional meetings as required.

2.7 The minutes of meetings will be submitted to the Board. A Joint Chair of the Committee will also make a formal report to the Board on a regular basis, at least annually, covering the activities of the Committee and any significant matters of note.

3. Remit

3.1 The Committee shall support the creation of a culture within the health system, where the delivery of the highest possible standards of staff management is understood to be the responsibility of everyone working within NHS Greater Glasgow and Clyde and this is built upon partnership and co-operation.

3.2 The Committee shall act for the Board in ensuring that structures and processes to ensure staff are:

- Well informed
- Appropriately trained
- Involved in decisions which affect them
- Treated fairly and consistently
- Provided with an improved and safe working environment.

3.3 The Committee shall monitor and evaluate progress through the approval of local human resource strategies and implementation plans.

3.4 The Committee shall be authorised by the Board to support any policy amendment, funding or resource submission to achieve the Staff Governance Standard.

3.5 The Committee shall oversee the timely submission of all the staff governance data required as part of the Annual Review.

3.6 The Remuneration Subcommittee will be a subcommittee of the Staff Governance Committee and will consider the remuneration of the Executive and Senior Management cohorts of the NHS Board.

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