

## **Staff Governance Committee Terms of Reference**

### **1 Introduction**

- 1.1 The Staff Governance Committee is identified as a Committee of the NHS Board. The approved Terms of Reference and information on the composition and frequency of the Committee shall be considered as an integral part of the Standing Orders.
- 1.2 The Committee shall review the Terms of Reference on an annual basis and present to the NHS Board for approval.

### **2. Remit**

- 2.1 To provide assurance to the NHS Board on compliance with the Staff Governance standards.

### **3. Duties**

- 3.1 The role of the Staff Governance Committee is to support and maintain a culture within the health system where the delivery of the highest possible standard of staff management is understood to be the responsibility of everyone working within the system and is built upon partnership and collaboration. It will ensure that robust arrangements to implement the Staff Governance Standard are in place and monitored.
- 3.2 The specific responsibilities of the Staff Governance Committee are to:
- Oversee the commissioning of structures and processes which ensure that delivery against the Standard is being achieved.
  - Monitor and evaluate strategies and implementation plans relating to people management.
  - Approve any policy amendment, funding or resource submission to achieve the Staff Governance Standard.
  - Take responsibility for the timely submission of all staff governance information required for national monitoring arrangements.
  - Oversee the Board's whistleblowing arrangements and monitor frequency and content of reports and any trend in the context of the national standards.
  - Provide staff governance information for the statement of internal control.
  - Provide assurance that systems and procedures are in place to manage the issues set out in MEL (1993) 114 (amended).
- 3.3 To review strategic risks aligned to the Committee, to ensure that they are reported, monitored and reviewed.
- 3.4 To review internal audit reports aligned to the Committee, to ensure that recommendations are reported, monitored and reviewed.

## **4. Authority**

- 4.1 Committee is authorised to investigate any matters which fall within its Terms of Reference and obtain external professional advice.
- 4.2 The Committee may establish sub-committees to support its functions. This will include Remuneration Committee.
- 4.3 The Committee is authorised to seek and obtain any information it requires from any employee whilst taking account of policy and legal rights and responsibilities.
- 4.4 The Committee will have the authority to require the attendance of any employee of NHS Ayrshire and Arran, as may be required.

## **5. Committee Membership**

- 5.1 The Committee shall be established by the full NHS Board and be composed of :
- six Non-Executive members, one of which must be the Employee Director;
  - four lay representatives from the trade unions and professional organisations (acting in an ex officio capacity), nominated by the NHS Board Partnership Forum.
- 5.2 The NHS Board shall appoint the Chair and approve membership of the Committee.
- 5.3 A Vice Chair will be proposed by the Staff Governance Committee Chair and agreed by Committee.
- 5.4 Committee membership will be reviewed annually or as required by the Board Chair.

## **5. Quorum**

- 5.1 Three Non-Executive members will constitute a quorum.

## **6. Attendance**

- 6.1 The HR Director will attend in an ex-officio capacity to provide Committee with advice and guidance, in addition the NHS Chief Executive will attend if appropriate.
- 6.2 The Committee may require relevant officers/partnership representatives to attend at meetings where specific advice and/or guidance is required on relevant topics.
- 6.3 The Committee may co-opt additional advisors as required.
- 6.4 With the prior approval of the Chair of the Staff Governance Committee, the HR Director and Chief Executive can provide deputies on an exceptional basis.

## **7. Frequency of Meetings**

- 7.1 The Committee will meet at least four times per annum.
- 7.2 The Chair may, at any time, convene additional meetings of the Committee.

## 8. Conduct of Business

- 8.1 Meetings of the Committee will be called by the Committee Chair.
- 8.2 The agenda and supporting papers will normally be available to members at least five working days before the date of the meeting.

## 10 Reporting Arrangements

- 10.1 A minute will be kept of the proceedings of the Committee. A draft minute of the meeting will be circulated, normally within ten working days, to the Chair of the Committee. Once the Chair has approved, the draft minute will be shared with committee members for information, not for comment, prior to consideration at a subsequent meeting of the Committee.
- 10.2 The Chair of Committee shall provide assurance on the work of the Committee. A summary of key points from each meeting and the approved minute will be submitted to the NHS Board meeting for information.
- 10.3 Committee will conduct an annual review of its role and function by completing a self-assessment checklist and providing this and an annual assurance report to the NHS Board each year.
- 10.4 Items requiring urgent attention by the NHS Board can be raised at any time at NHS Board Meetings, subject to the approval of the Chair.

Version:	Date:	Summary of Changes:	Approved by
01.1	24/01/2018	Addition of Vice chair arrangements.	SGC 24/01/2018
01.2	17/08/2020	Nil – submitted to NHS Board with Annual Report	NHS Board 17/08/2020
01.3	15/02/21	Review of Terms of Reference against new Board Standing Orders	SGC 15/02/2021
02.0	10/03/21	Amendments to deliver a standard approach to Governance Committee ToR. <ul style="list-style-type: none"><li>Sections reordered to bring committee business together, ie Remit/Duties/Authority</li><li>Duplication removed if referred to in Board Standing Orders</li><li>Introduction amended to note that ToR are informed by the Board standing orders and the requirement for an annual review.</li><li>Reporting arrangements amended to 10 days for draft minute to be available and ensuring approved draft shared with members. Inclusion of requirement for annual self-assessment checklist in addition to the Annual Report.</li></ul>	NHS Board 29/03/2021

		<ul style="list-style-type: none"> <li>• Language changes to bring standard approach to Governance Committee ToR</li> <li>• No change to Remit or Duties</li> </ul>	
03.0	14/02/22	Annual review of Terms of Reference – no change made	NHS Board 28/03/2022
04.0	13/02/23	Annual review of Terms of Reference – added 3.3 and 3.4 statements on monitoring of strategic risks and monitoring of internal audit reports recommendations	NHS Board 28/03/2023
4.1	12/02/24	Annual review of Terms of Reference – no change made	NHS Board 26/03/2024
4.2	11/02/25	Annual review of Terms of Reference – no change made	NHS Board 31/03/2025