

Approved by SGC on 29 September 2020

Chief Executive and Chairman's Office  
 Eglinton House  
 Ailsa Hospital  
 Ayr KA6 6AB

**Staff Governance Committee**  
**2.00 pm, Monday 10<sup>th</sup> August 2020**  
**Via MS Teams**

<b>Present:</b>	Mr Adrian Carragher, Non-Executive Board Member (Chair) Mrs Margaret Anderson, Non-Executive Board Member Cllr Laura Brennan-Whitefield, Non-Executive Board Member
<b>Ex-officio</b>	Mr John Burns, Chief Executive Ms Sarah Bush, Staff Participation Lead Mr David Donaghey, Staff Participation Lead/SCP Representative Mr Frances Ewan, Staff Participation Lead Mrs Sarah Leslie, Human Resources (HR) Director
<b>In attendance:</b>	Mrs Ann Crumley, Assistant HR Director Mr Hugh Currie, Head of Occupational Health & Safety Mr Tim Eltringham, Director of South Ayrshire Health and Social Care Partnership Mrs Lorna Kenmuir, Assistant HR Director - People Services Dr Crawford McGuffie, Medical Director Mrs Susan Simmons, Executive Assistant (minutes)

**1. Welcome and apologies for absence**

Adrian Carragher welcomed all present and particularly Sarah Leslie, HR Director, and Margaret Anderson, Non-Executive Board Member, who were attending their first meeting of the Committee.

Apologies were noted from John Rainey, Ewing Hope, Cllr Douglas Reid and Allina Das.

Adrian reminded members that a decision had been made to stand down Board Governance Committees during the height of the COVID-19 pandemic to allow the organisation to focus on operational management. He commended the work undertaken during this period, which had ensured that rigour had continued to be applied to organisational staff governance processes, in line with previous work and expectations.

The organisation was now transitioning to new ways of working in an increasingly virtual environment and future Committee discussions would include a monitoring role on the appropriateness and effectiveness of distributed working.

**2. Declarations of interest**

No declarations of interest were received.

**3. Draft minutes of the meeting held on 11 February 2020**

Members were agreed that the minutes were an accurate record of the meeting. However, apart from the Chair, there were no members present who had attended the previous meeting and so it was agreed to ratify the minute at the next Committee meeting.

**4. Matters arising**

One outstanding item was noted from the matters arising from the meeting held on 11 February, relating to embedding succession planning into PDRs within the South Partnership. Ann Crumley confirmed that the delay in completion had been related to the change of focus caused by the pandemic, and that this would be taken forward.

The meeting was terminated at 2.23 pm due to technical problems, and it was agreed to arrange a further meeting of the Committee as early as possible to continue and conclude business.

Chair ..... Date .....