

## Staff Governance Committee Assurance Report to Grampian NHS Board

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### Purpose of Report

This report summarises the key matters considered by the Committee under the revised governance arrangements approved by the Board. In line with these arrangements, the business of the Committee has been focused on the key matters in relation to staff governance relevant to the Board's response during the period of the COVID-19 mobilisation plan

This report covers the Committee meeting held on Thursday 11 June 2020.

### Recommendation

The Board is asked to note the following key points and assurances from the Committee:

The agenda comprised of a number of workstreams with the lead of each submitting a report supplemented by attending to answer Committee questions.

The Committee was briefed on the business as usual arrangements being put in place with the leadership of the PPE cell being transitioned to Paul Allen, Director of Facilities and eHealth, with the PPE cell reviewing issues on a daily basis. The Committee commended the positive development of the creation of the PPE Champion role.

The Committee received an update on the actions taken to ensure accurate recording of staff members who are instructed by a Contact Tracer to self-isolate for 14 days and are not working from home. A new SSTS code had been created and an additional category in the exclusions questionnaire.

The Committee was assured that the programme of staff testing for Care Homes covered all substantive and visiting staff and was achievable within timescales.

The Committee was briefed that a cross sector group had devised the range of documents within the Safer Workplaces programme, which would give excellent support to both employees working at home and physically in premises. The Committee was assured by the employee wellbeing focus in the documentation, with the requirement for an individual assessment covering the multiple pressures a staff member can be under leading to a conversation between the employee and their manager. This would be supported by the OD plan being devised as part of the Recovery Cell Objective 1 Supporting Staff work programme.

The Committee discussed an audit of the Staff Governance Standard during Covid-19. The audit was considered a valuable record and would be used over the next twelve months, when receiving assurance of the compliance with each aspect of the Standard. The Committee discussed the need for staff to be engaged in the resetting and rebuilding work, which an update will be received at the next meeting and provide assurance to the Board that NHS Grampian will follow all the appropriate policies and processes.

## **Matters referred to other Board Committees**

There were no matters referred to any other Board Committee.

**Jonathan Passmore**  
**Chair, Staff Governance Committee**

*Attachments:*

Appendix 1 – Agenda of Staff Governance Committee meeting of 11 June 2020.

## NHS GRAMPIAN

A Meeting of the Special COVID-19 Staff Governance Committee will be held  
on Thursday 11 June 2020 at 10am to 11am  
via Microsoft Teams

## AGENDA

Approx Timing	No.	Item	Lead	Ref
10.00	20/20	Apologies	Diane Annand	#
	21/20	Minute of the last meeting – 14 May 2020	Jonathan Passmore	*
10.05	22/20	PPE - ongoing monitoring and audit	Vince Shields	*
10.15	23/20	Update report covering self-isolation and shielding and Staff Testing.	Claire Strachan Chris Littlejohn	* *
10.25	24/20	Homeworking	Gareth Evans Steven Lindsay	*
10.40	25//20	Audit of Staff Governance Standard during Covid-19	Adam Coldwells Anne Inglis Emma Pettis Rachael Little Cheryl Rodriguez Richard Coleman Steven Lindsay Carolyn Venters	*
10.55	26/20	AOCB	Jonathan Passmore	#
11.00	27/20	Date of Next Meeting –13 August 2020 – 11.30am	Jonathan Passmore	#

**Susan Coull**  
Interim Operational Director of Workforce  
June 2020

\* Paper attached

# Oral/Verbal

~ To follow

> to be tabled