Staff Governance Committee Report to Grampian NHS Board Committee Meeting on 17 June 2019

Purpose of Report

This report highlights to members of NHS Grampian Board the key issues arising from the Committee meeting on 17 June 2019.

Recommendation

The Board is asked to note the following key points:

1.   Staff Governance Committee agenda format

As the Staff Governance Committee is the guardian of the Staff Governance Standard the agenda has been revised to have a greater focus on receiving assurance that arrangements are in place to deliver the Standard. The agenda is now composed of three sections namely Staff Governance Standard system assurance, iMatter focus – Involved in Decisions; and Statutory information, reports and returns.

The Staff Governance Standard system assurance section will focus on an individual element of the Standard at each meeting, as a rolling programme, covering an overview of the relevant systems, processes and policies; an evidenced assessment of relevant performance i.e. are the systems, processes and policies working or not, what is the evidence and is there gaps in the evidence that can be provided. The focus would be equally on the employer and employee responsibilities under the Standard.

The iMatter focus section currently covers involved in decisions, one topic from the four questions reported in the yellow 'monitor to further improve' range in the 2018 iMatter Board Report. The focus of this section may change dependent on future iMatter Board Reports.

An example within the statutory information, reports and returns section was the Staff Governance National Annual Monitoring return 2018/19 submitted to the Scottish Government.

2.   Staff Governance Standard system assurance – Well Informed strand

The Committee discussed a paper from the Corporate Communications Team which reflected their assessment of ensuring staff are well informed. The paper outlined the communication tools at their disposal to support the Staff Governance Standard namely global emails, Team Brief, Upfront, intranet, Chief Executive's Report, social media and local media and what evidence there was to demonstrate their effectiveness. The range of communication tools are continually assessed if they are appropriate to the situation or for the audience, with consideration of a blended approach.

The Committee acknowledged that communication was the business and responsibility of every person working in NHS Grampian and that the engagement with communications by senior managers, middle managers, team leaders, supervisors and staff was essential. The Committee discussed a range of matters including the skills set of managers to effectively carry out their communication role and their awareness of that role; was further work regarding definitions necessary to ensure consistency of responses to the iMatter questionnaire; the challenge of how assurance could be obtained that employees were carrying out their responsibilities under the Standard and was the appraisal conversation the appropriate place to

check this; and that for each staff group what they needed to know and how they wanted to receive information varied.

The Committee noted a gap in the evidence of performance as from the range of communication tools, analysis could only be provided for social media, enabling the Corporate Communications Team to gauge activity i.e. weekends and evening and that the preference was for photos, videos, short text and meaningful stories.

It was agreed there was the need to define goals first including clarity on what staff needed to know, through a Strategic Plan developed by the System Leadership Team and thereafter Sector communication/engagement plans.

The Committee agreed that there was reasonable evidence of action to ensure staff were well informed.

3.   Sturrock Report

The Committee provided comment on the draft response to the Scottish Government, further to the publication of the Sturrock Report, further to the Cabinet Secretary writing to all Boards requesting details of immediate actions the Board had taken/plan to take on the back of the recommendations made in the Report; what support the Board had put in place/will put in place for any member of staff who has been affected by bullying and harassment; the Board's plan for staff engagement to consider the recommendations and a timeline of when this will be carried out.

An update on the implementation plan will be provided as part of the Staff Governance System Assurance part of the agenda at the February 2020 meeting when treated fairly and consistently, with dignity and respect, in an environment where diversity is valued; and provided with a continuously improving and safe working environment, promoting the health and wellbeing of staff, patients and the wider community is the focus.

Jonathan Passmore
Chair
Staff Governance Committee
17 June 2019