

NHS GREATER GLASGOW AND CLYDE STAFF HEALTH STRATEGY GOVERNANCE GROUP

Terms of Reference

January 2016

Lead Manager:	Rona Wall
Responsible Director:	Anne MacPherson, Director of Human Resources and Organisational Development
Approved By:	Staff Health Governance Strategy Group
Date Approved:	Jan 2016
Date For Review	Jan 2018
Replaces previous version:	N/A

1. Title

NHS Greater Glasgow and Clyde Staff Health Strategy Governance Group

2. Accountable to

Staff Governance Committee

3. Reports to

Staff Governance Committee.

4. Objectives

4.1 To identify trends that impact on the health and wellbeing of the workforce and to implement measures to reduce any adverse effects of these.

4.2 To develop and implement a Staff Health Strategy

4.3 To ensure support is provided for key staff health commitments including Healthy Working Lives Award and Health Promoting Health Service.

5. Remit and Responsibilities of the Group

5.1 To access current research on Population Health and extrapolate this to the demographics of the workforce of NHSGGC

5.2 To identify any specific trends that are likely to impact on the health and wellbeing of the workforce

5.3 To access local data from HR, Occupational Health and Health and Safety regarding sickness absence levels, causes and any relevant incidents.

5.4 To develop an Action Plan to articulate the health trends/ health determinants/ policy drivers and to implement measures to reduce any adverse impact

5.5 To provide support, guidance and direction to the Employee Health and Wellbeing Group/ Employee Health arrangements in Partnerships in the maintenance of the Healthy Working Lives Gold Award and the health promotion activities delivered by the sub-groups

5.6 Provide updates to the Staff Governance Committee / links to other related structures

6. Membership

6.1 The Group will comprise advisers and representatives from each of the following areas:

Director of Human Resources and Organisational Development
Director of Public Health
Non Executive Director
Health and Social Care Chief Officer
Health and Safety
Health Improvement and Inequalities
Corporate Inequalities
Employee Director
Occupational Health
Communications

7. Chair

7.1 The Staff Health Strategy Governance Group will be chaired by the Director of Human Resources and Organisational Development.

8. Frequency and Location of Meetings

8.1 The Group will meet quarterly. Dates will be agreed and circulated at the start of each calendar year.

8.2 Apologies should be submitted to the Secretary of the Director of Human Resources and Organisational Development. Deputies may attend in place of Group members.

8.3 All meetings will normally take place at JB Russell House, Gartnavel Royal site.

9. Papers

9.1 The Secretary to the Director of Human Resources and Organisational Development. will be responsible for all administrative duties associated with the Group

9.2 Minutes, papers etc. will be circulated in electronic format by the Secretary at least 7 days in advance of the next Group meeting.

9.3 Any papers to be submitted for circulation should be provided at least 7 days in advance of the next Group meeting.

10. Minutes

10.1 Minutes of meetings shall be prepared by the Secretary, and submitted for approval at the following meeting.

10.2 Unless explicitly indicated, the minutes and papers associated with the Group are not considered confidential.

11. Sub-groups

11.1 The Employee Health and Wellbeing Group will deliver the operational aspects of the workstreams identified by the Group

11.2 The Chair of the Employee Health and Wellbeing Group will provide an update of the sub-groups activity to the Group.

11.3 Other task or topic based groups may be established, for instance Active Staff, Stress at Work, Older Workers