

## Council of Governors: Summary Sheet

**Title of Paper:** Covid-19 Pandemic: Assurance Paper on Trust's response

**Presented By:** Jayne Brown OBE, Trust Chair

**Action Required:**

<b>For Information</b>	<input checked="" type="checkbox"/>	<b>For Ratification</b>	<input type="checkbox"/>	<b>For a decision</b>	<input type="checkbox"/>
<b>For Feedback</b>	<input type="checkbox"/>	<b>Vote required</b>	<input type="checkbox"/>	<b>For Receipt</b>	<input checked="" type="checkbox"/>

To which duty does this refer:

Holding non-executive directors individually and collectively to account for the performance of the Board	X
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	
Determining the remuneration of the Chair and non-executive directors	
Appointing or removing the Trust's auditor	
Approving or not the appointment of the Trust's chief executive	
Receiving the annual report and accounts and Auditor's report	
Representing the interests of members and the public	X
Approving or not increases to non-NHS income of more than 5% of total income	
Approving or not significant transactions including acquisitions, mergers, separations and dissolutions	
Jointly approving changes to the Trust's constitution with the Board	
Expressing a view on the Trust's operational (forward) plans	
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	
Monitoring the activities of the Trust to ensure that they are being conducted in a manner consistent with its terms of authorisation and the constitution	
Monitoring the Trust's performance against its targets and strategic aims	

### How does this item support the functioning of the Council of Governors?

To provide assurance to governors that the Trust has appropriate mechanisms in place to manage the pandemic both now and into the future

**Author of Report:** Clive Clarke

**Designation:** Deputy Chief Executive

**Date:** July 2020

## Council of Governors Summary Report

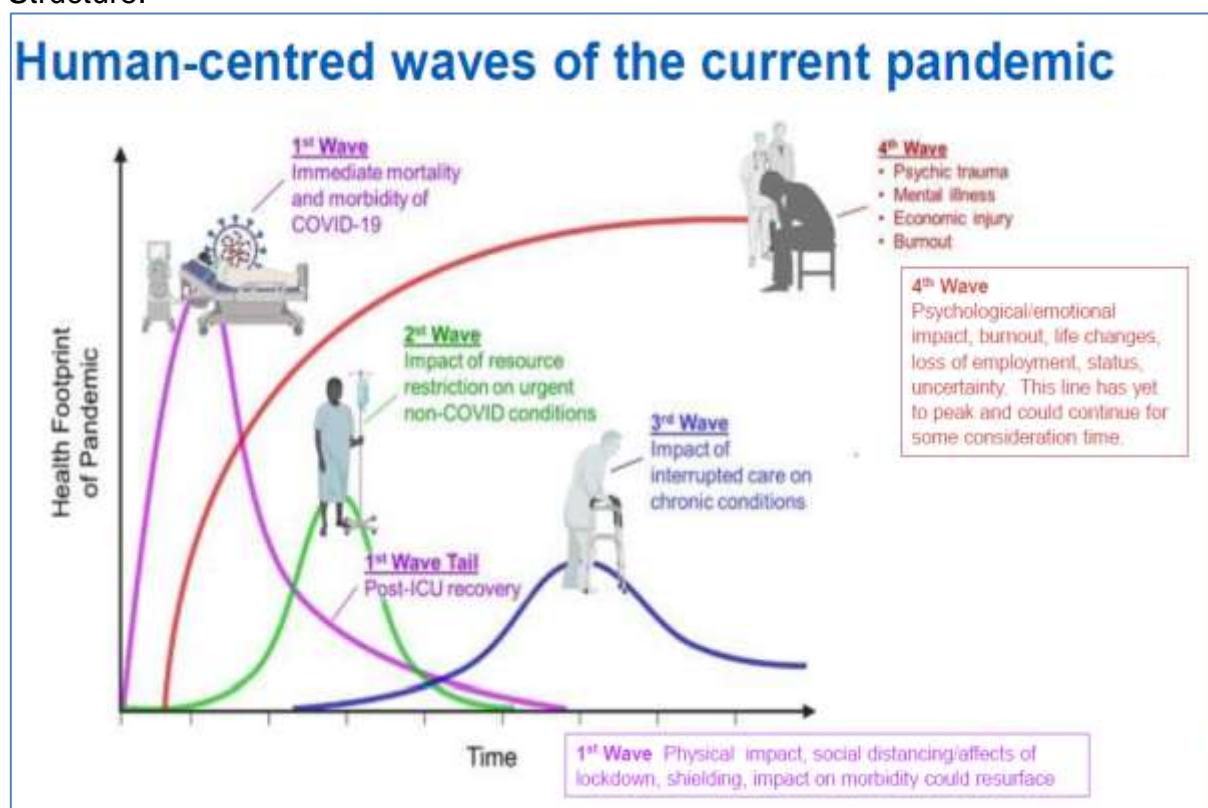
**Date:** 23 July 2020  
**Subject:** Covid-19 Pandemic: Assurance Report  
**Author:** Clive Clarke, Deputy Chief Executive

### 1. Purpose

<i>For approval</i>	<i>For a collective decision</i>	<i>To report progress</i>	<i>To seek input from</i>	<i>For information/assurance</i>	<i>Other (Please state below)</i>
		X		X	

### 2. Summary

The diagram below shows the Human-centred waves of the current situation. Covid-19 continues to be managed through the Trust's Emergency Planning Command Structure.



This shows the physical/morbidity rate is decreasing, whilst the need for emotional and wellbeing support is increasing and expected to remain high with the impact of

Covid-19. eg: Financial insecurity, job losses, housing, increase in domestic violence etc.

The Command Structure of Gold, Silver and Bronze remains in place as the main operational decision making mechanism for the Trust however, NHS England and NHS Improvement have asked all NHS Organisations to step up their meeting and reporting structures, retaining virtual meeting facilities and social distancing measures.

The Command Structure will be reviewed at least monthly to determine frequency and need. Gold and Silver Command are meeting frequently to assess the risks and impact on services and to ensure business continuity, as normal meetings and reporting methods resume, the necessity to retain this structure will diminish. The Incident Control Centre (ICC) is managed by the Emergency Planning Manager and the Lead Nurse for Infection Prevention & Control, they process all external guidance and requirements coming in to the Trust, daily situation reporting, staff testing, antibody testing, FFP3 mask fit test training and internal enquires.

The ICC will be retained indefinitely whilst the pandemic remains in readiness to respond to local outbreaks and/or another surge. NHS England & NHS Improvement have indicated that situation reporting may be required until June 2021. However, a review will be conducted each month to assess staffing needs and way of operating as guidance, requests for information and testing reduces.

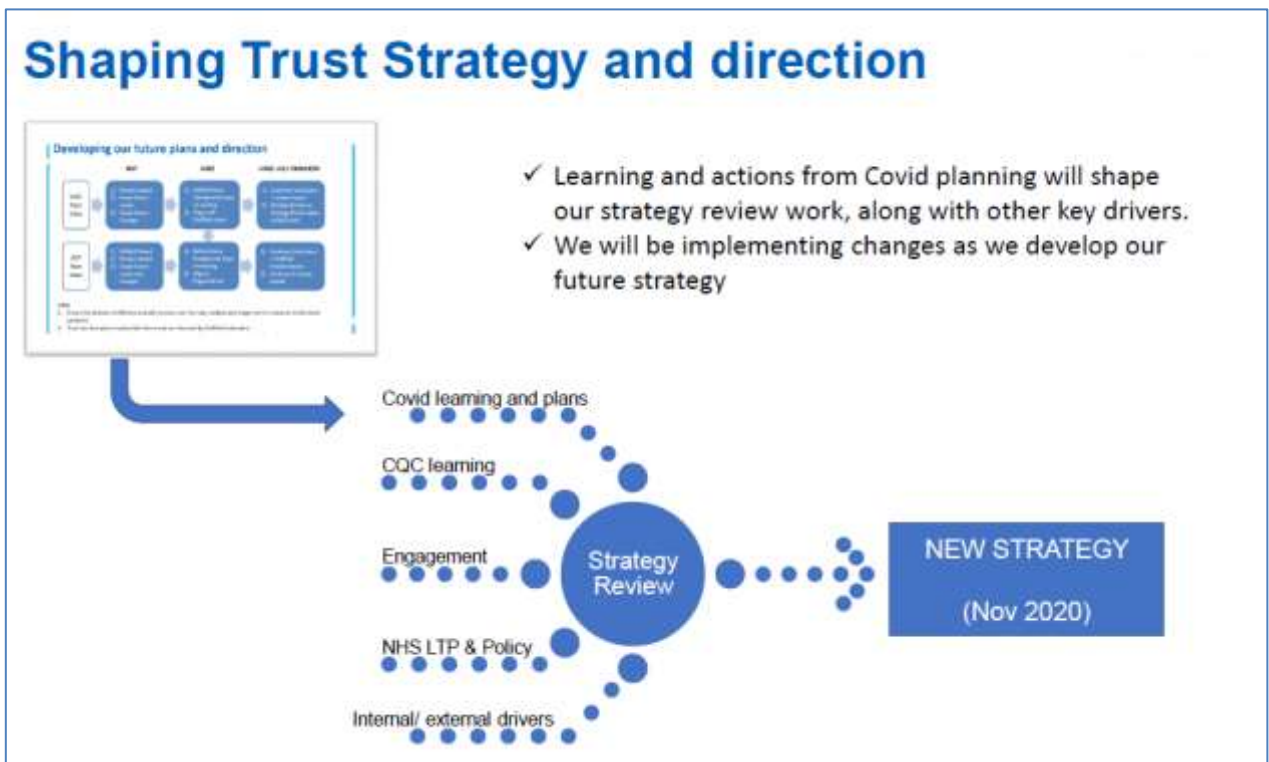
An Action Log and Risk Register is kept of all information, guidance and requests received, action taken and when dealt with. From 24 January 2020 to 14 July 2020 there have been 434 actions. The risks that have been identified and included on the Covid-19 Risk Register are detailed below. In addition, there are two situation reports produced 7 days per week, a further two Monday-Friday reports.

## Identify Risks

1. Remote working
2. Staff numbers
3. Personal Protective Equipment (PPE)
4. Physical and emotional exhaustion - post peak
5. Responsiveness to guidelines
6. Insufficient equipment (eg: Oxygen supplies)
7. Transformation Plan – risk to be considered for inclusion on the Corporate Risk Register
8. Infectious Waste
9. Financing for Covid-19 – risk to be considered for inclusion on Corporate Risk Register
10. Vulnerable staff groups (eg: BAME)
11. Response to surge
12. High temperatures – impact on staff wearing PPE
13. Ventilation in Waiting Rooms
14. Covid-19 environmental risk assessments
15. Service User/Carer engagement in post, physical, peak Covid-19 feedback and planning for the new normal considered for inclusion (ensure this risk is worked up and considered)

### 3. Next Steps

A Recovery group has been established and meets weekly to consider strategy for Trust services and demands coming out of Lockdown and post pandemic. The two diagrams detail the future plans and direction to feed into the Trust's Strategy.



**4. Required Actions**

- For Council of Governors to be assured that Covid-19 is being managed through Trust Process.
- For Council of Governors to be assured that the learning from Covid-19 is fed into the Trust's Strategy

**5. Monitoring Arrangements**

Covid-19 Gold, Silver and Bronze Command Structure meetings  
Covid-19 SHSC Plan – Next Phase and Recovery meetings  
Reporting to the Board of Directors

**6. Contact Details**

For further information, please contact:

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