

## Board of Directors (in Public)

### Item 2.1.2

**Subject:** Freedom to Speak Up Self-Review Tool  
**Date of Meeting:** 6<sup>th</sup> November 2018  
**Prepared by:** Lucy Lavan, Director of Corporate Affairs  
**Presented by:** Lucy Lavan, Director of Corporate Affairs  
**Purpose of Report:** For approval

BAF Ref	Impact on BAF
1.1 and 4.1	This report provides assurance of the Board's commitment to embedding the speaking up culture and meeting the expectations of Boards (as set out in national guidance) in a way that is focused on continual learning and improvement.

#### 1. Executive Summary

The purpose of the paper is to ask the Board to review and confirm that the completed self-review tool reflects its discussions at the Board workshop held on 4<sup>th</sup> September 2018 and provides sufficient evidence to demonstrate that there is a positive speaking up culture and an emphasis on continual learning and improvement.

The work has enabled the Board to reflect and challenge itself and has generated improvements such as the establishment of a quarterly FTSU Summit which will be a valuable forum for testing the Trust's processes and triangulating concerns raised such that any impact on patient safety or staff experience can be rapidly identified and addressed. This is in keeping with the Trust's vision 'to be the best' and strategic quality objective to ensure an open and transparent culture in which freedom to speak up is essentially 'business as usual'.

#### 2. Background

Guidance for Boards on Freedom to Speak Up in NHS trusts and NHS foundation trusts was published jointly by NHS Improvement and the National Guardian's Office in May 2018. The guide is aligned with the Well Led Framework and trusts' speaking up culture is now assessed by the CQC as part of the Well Led question.

The guide is accompanied by a self-review tool which designed to help Boards to reflect on areas in which they need to improve.

The guidance can be accessed here <https://improvement.nhs.uk/resources/freedom-speak-guidance-nhs-trust-and-nhs-foundation-trust-boards/>

The guidance was presented and the self-review tool utilised at a workshop for the Board of Directors held on 4<sup>th</sup> September 2018. Directors worked in groups to discuss each indicator, determine the key actions needed for development and consider how the Board is assured that it is meeting the expectation. The workshop was led by the Director of Corporate Affairs (Executive Lead for FTSU) and the Freedom to Speak Up Guardian. The completed self-review tool is attached at Appendix 1.

### 3. Action Plan

The self-review tool documents the key sources of Board assurance and highlights the areas where expectations are currently not fully met and the principal actions required for development are summarised in the action plan below:

	Action	By Whom	By When
1	Future FTSUG reports to BoD and communications to staff (e.g. via SOLE Bulletin) to better articulate key learning and improvement work	FTSUG	Q2 and ongoing
2	FTSUG to report directly to the Board and in person on a quarterly basis.	FTSUG	Complete – wef September 2018
3	Leadership Strategy and development programmes to emphasise learning from issues raised by people who speak up, support managers to handle difficult conversations well and ensure FTSU champions are equipped to fulfill their roles effectively.	Director of Workforce Development	Nov 18
4	Use FTSU Month (October 2018) to raise awareness of CEO's 3 point pledge	FTSUG	Complete
5	Establish quarterly FTSU Summit to rigorously review processes and triangulate concerns raised with other data relating to patient safety and staff experience	Director of Corporate Affairs	Completed – first meeting held 1.10.18 and scheduled quarterly
6	Include appropriate content relating to how the Trust is supporting a positive FTSU culture, together with anonymised data in the Trust's annual report	Director of Corporate Affairs	For 2018/19 annual report (published Sept 2019)
7	Promote positive outcomes from speaking up in order that staff will feel more confident to speak up – via SOLE Bulletin and monthly team brief	FTSUG	October 2018 and ongoing
8	Consider culture, leadership and governance in respect of FTSU as part of mock well led inspection and identify any further areas for development.	Director of Nursing and Director of Corporate Affairs	November 2018

### 4. Conclusion

The Board's completion of the self-review tool has enabled the Board to reflect on the adequacy of the assurances it receives in relation to the organisation's culture and arrangements to support staff to speak out. The exercise has demonstrated that the Trust has a positive culture in relation to speaking up and has facilitated the identification of areas for further development.

### 5. Recommendations

The Board of Directors is asked to:

- i) review the completed self-review document (Appendix 1) and confirm that this is complete and reflects the Board's discussions held on 4<sup>th</sup> September 2018;
- ii) Approve the action plan set out at Paragraph 3
- iii) Continue to receive quarterly reports from the FTSUG and to ensure that these reports provide adequate assurance for the Board
- iv) Receive assurance on the delivery of the action plan via the FTSUG annual report in Spring 2019.