



### Report Cover Sheet

Report to:	Trust Board	
Date of the Meeting:	29 July 2020	
Agenda Item:	P1-125-20	
Title:	Freedom to Speak Up – Quarter 1	
Report prepared by:	Angela Wendzicha	
Executive Lead:	Sheila Lloyd	
Status of the Report:	Public	Private
	X	

Paper previously considered by:	Workforce and OD Committee
Date & Decision:	24 July 2020

Purpose of the Paper/Key Points for Discussion:	<p>The following paper illustrates the detail in relation to issues raised through the Freedom to Speak Up route.</p> <p>The Board will note only one contact was made during Quarter 1.</p> <p>The Board is asked to note the proposed steps to raise the profile of speaking up within the Trust.</p>
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Action Required:	Discuss	X
	Approve	
	For Information/Noting	X

Next steps required	
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*The paper links to the following strategic priorities (please tick)*

Deliver <b>outstanding care locally</b>	x	Collaborative system <b>leadership</b> to <b>deliver better patient care</b>	x
<b>Retain and develop outstanding staff</b>	x	Be <b>enterprising</b>	
<b>Invest in research &amp; innovation</b> to deliver <b>excellent patient care</b> in the future		Maintain <b>excellent</b> quality, operational and financial <b>performance</b>	

*The paper relates to the following Board Assurance Framework (BAF) Risks*

BAF Risk	Please Tick
1. If we do not optimise quality outcomes we will not be able to provide outstanding care	
2. If we do not prioritise the costs of the delivering the Transforming Cancer Care Programme we will not be able to maintain our long-term financial strength and make appropriate strategic investments.	
3. If we do not have the right infrastructure (estate, communication & engagement, information and technology) we will be unable to deliver care close to home.	
4. If we do not have the right innovative workforce solutions including education and development, we will not have the right skills, in the right place, at the right time to deliver the outstanding care.	
5. If we do not have an organisational culture that promotes positive staff engagement and excellent health and well-being we will not be able to retain and attract the right workforce.	x
6. If we fail to implement and optimise digital technology we will not deliver optimal patient outcomes and operational effectiveness.	
7. If we fail to position the organisation as a credible research partner we will limit patient access to clinical trials and affect our reputation as a specialist centre delivering excellent patient care in the future.	
8. If we do not retain system-side leadership, for example, SRO for Cancer Alliance and influence the National Cancer Policy, we will not have the right influence on the strategic direction to deliver outstanding cancer services for the population of Cheshire & Merseyside.	
9. If we do not support and invest in entrepreneurial ideas and adapt to changes in national priorities and market conditions we will stifle innovative cancer services for the future.	
10. If we do not continually support, lead and prioritise improved quality, operational and financial performance, we will not provide safe, efficient and effective cancer services.	x

Equality & Diversity Impact Assessment		
Are there concerns that the policy/service could have an adverse impact on:	YES	NO
Age		X
Disability		X
Gender		X
Race		X
Sexual Orientation		X
Gender Reassignment		X
Religion/Belief		X
Pregnancy and Maternity		X

If YES to one or more of the above please add further detail and identify if a full impact assessment is required.



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Angela Wendzicha, Associate Director of Corporate Governance

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## **Freedom to Speak Up: Quarter 1**

## **1. Introduction**

Effective 'Speaking Up' within organisations helps to protect patients and improve the experience of staff. The current arrangements within the Trust to support effective speaking up insofar relate to the following:

- Non-Executive Lead – Alison Hastings
- Executive Lead – Sheila Lloyd
- Lead Guardian – Angela Wendzicha
- Local Guardians – Derry Sinclair, Paul Callister and Vanda Fitchett
- Dedicated e-mail for 'Speaking Up'
- Approved Policy
- Approved Strategy and Implementation Plan
- Quarterly Guardian Team Meetings
- Visual communications throughout the Trust.

The following report illustrates the activity relating to Freedom to Speak Up for Quarter 1 2020/2021.

## **2. Activity During Quarter 1 (1 April 2020-31 March 2020)**

During Quarter 1, there was only one contact through the Freedom to Speak Up route; this is in comparison with five during the comparative quarter last year. The isolated issue raised related to allegations of bullying and harassment which was signposted through the existing workforce route but the individual made the decision to withdraw and not take any further action.

## **3. Proposal to Further Raise the Profile**

The Board will recall that the Trust took part in the national 'Freedom to Speak Up Week' during October 2019 which comprised daily walk rounds, production of various publications in addition to raising the profile through active social media.

In addition, the National Guardian, Dr Henrietta Hughes and the Interim Head of Workforce Race Equality at NHS England and Improvement, Dr Habib Naqi sent joint correspondence to all Trusts highlighting both the reporting on the impact of Covid-19 on black and minority ethnic

(BAME) colleagues in addition to the importance of speaking up. The Trust is committed to supporting all staff to speak up and the following planned objectives and outputs will support raising the profile of speaking up.

Objectives
<ul style="list-style-type: none"> <li>• Increase support for staff from vulnerable groups to enable them to speak up</li> <li>• Increase the number of ways in which staff can speak up</li> <li>• Triangulate data to identify areas of concern in the Trust at an early stage</li> <li>• Improve sharing of learning from Freedom to Speak Up cases both internally and externally</li> <li>• Demonstrate and share any changes in practice as a result of staff speaking up</li> <li>• Ensure all staff have visibility of the revised Strategy Implementation Plan</li> <li>• Engage with managers to support the speaking up agenda</li> <li>• Staff trained in speaking up</li> <li>• Increase in speaking up demonstrated through measurable objectives</li> </ul>
Outputs
<ul style="list-style-type: none"> <li>• Review the Freedom to Speak Up Self –Assessment tool</li> <li>• Expression of Interest Form disseminated</li> <li>• Speaking Up Champions for vulnerable groups in place</li> <li>• Speaking Up Champions from other staff groups in place across all Trust sites</li> <li>• Revision and publication of refreshed Strategy and Strategy Implementation Plan</li> <li>• Freedom to Speak Up Forum established</li> <li>• Implement triangulation of data through existing governance structures thus identifying trends and early warning signs</li> <li>• Develop and disseminate short Microsoft Teams survey to obtain temperature check on speaking up</li> </ul>
Milestones
<ul style="list-style-type: none"> <li>• Quarterly reporting to Integrated Governance Committee, Workforce Committee, Quality Committee and Trust Board</li> <li>• Foundation e-learning training implemented by Quarter 2</li> <li>• Self- review tool completed by Quarter 2</li> <li>• Staff Microsoft Teams survey completed and assessed by Quarter 2</li> <li>• Development of measures of success tool for 2020/2021 by Quarter 3</li> </ul>

The Board is asked to note the report and the proposed actions as set out above.