

<b>REPORT TITLE:</b>	Freedom to Speak Up Policy and Standard Operating Procedure		
<b>SPONSORING EXECUTIVE:</b>	Martin Sadler, Executive Director of IT & Digital		
<b>REPORT AUTHOR:</b>	Jamil Johnson, Interim Lead Freedom to Speak Up Guardian		
<b>MEETING:</b>	Public Trust Board	<b>DATE:</b>	10 <sup>th</sup> January 2024

<b>1. Suggested discussion points</b> <i>[two or three issues you consider meeting should focus on in discussion]</i>
<p>The policy has been through consultation then to Staff terms and conditions committee (STACC) Joint Consultative Negotiating Committee (JCNC). The Policy was agreed at the Policy Assurance Group (PAG).</p> <p>The policy was discussed at the December 2023 Trust Management Committee and the following updates were recommended and taken forward:</p> <ul style="list-style-type: none"> <li>• Change of Accountable Executive Lead to Martin Sadler, following Dinah McLannahan's appointment to the role of Finance Lead for the Black Country Provider Collaborative.</li> <li>• Approving body updated to Trust Board as per the national requirements.</li> <li>• Removal of named FTSU leads in the body of the policy to future proof the document.</li> <li>• Audit tools strengthened to include reference to the FTSU improvement tool in section 10.</li> </ul> <p>The national requirements are that this policy is approved at Trust Board.</p>

<b>2. Alignment to our Vision</b> <i>[indicate with an 'X' which Strategic Objective[s] this paper supports]</i>									
<table border="1"> <thead> <tr> <th>OUR PATIENTS</th> <th>OUR PEOPLE</th> <th>OUR POPULATION</th> </tr> </thead> <tbody> <tr> <td>To be good or outstanding in everything that we do</td> <td>To cultivate and sustain happy, productive and engaged staff</td> <td>To work seamlessly with our partners to improve lives</td> </tr> <tr> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> </tbody> </table>	OUR PATIENTS	OUR PEOPLE	OUR POPULATION	To be good or outstanding in everything that we do	To cultivate and sustain happy, productive and engaged staff	To work seamlessly with our partners to improve lives		<b>X</b>	
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	<b>X</b>								

<b>3. Previous consideration</b> <i>[at which meeting[s] has this paper/matter been previously discussed?]</i>
<p>Staff terms and conditions committee (STACC) Joint Consultative Negotiating Committee (JCNC) Policy Assurance Group (PAG) Trust Management Committee (TMC)</p>

<b>4. Recommendation(s)</b>
<p>The Board is asked to:</p> <p>a <b>APPROVE</b> the Freedom to Speak Up policy</p>

<b>5. Impact</b> <i>[indicate with an 'X' which governance initiatives this matter relates to and, where shown, elaborate in the paper]</i>		
Board Assurance Framework Risk 01	X	Deliver safe, high-quality care.
Board Assurance Framework Risk 02		Make best strategic use of its resources

Board Assurance Framework Risk 03		<i>Deliver the MMUH benefits case</i>					
Board Assurance Framework Risk 04	X	<i>Recruit, retain, train, and develop an engaged and effective workforce</i>					
Board Assurance Framework Risk 05		<i>Deliver on its ambitions as an integrated care organisation</i>					
Corporate Risk Register [Safeguard Risk Nos]							
Equality Impact Assessment	Is this required?	Y	X	N		If 'Y' date completed	17/08/23
Quality Impact Assessment	Is this required?	Y		N		If 'Y' date completed	

# SANDWELL AND WEST BIRMINGHAM NHS TRUST

## Report to the Trust Board on 10<sup>th</sup> January 2023

### Freedom to speak up Policy and Standard Operating Procedure

#### 1. Introduction or background

- 1.1 In partnership with the Nationals Guardians' Office, NHS England published the reviewed national freedom to speak up policy with the purpose of providing minimum standards for freedom to speak up policies throughout the NHS.
- 1.2 The national policy is aimed to be inclusive and support resolution by managers wherever possible.
- 1.3 All National Health Service (NHS) Trusts have been asked to have the new national policy by the end of January 2024.

#### 2. Key Features of the Policy

- 2.1 The policy is in keeping with the national policy template with some amendments based on feedback from trade union colleagues.
- 2.2 All colleagues within the organisation have the right to speak up. The policy outlines the possible concerns colleagues can raise via freedom to speak up and the routes of raising the concerns.
- 2.3 The policy outlines key contacts within the organisation for speaking up.
- 2.4 The policy provides an overview of the public interest disclosure act and the criteria for a disclosure to qualify for statutory protection.
- 2.5 During the initial meeting with guardians, we will ascertain any other mechanism the colleague has utilised to raise concerns.

#### 3. Agreed changes following consultation

- 3.1 Providing the criteria for disclosures which can be made under the public interest disclosure act.
- 3.2 The policy was discussed at the December 2023 Trust Management Committee and the following updates were recommended and taken forward:
  - Change of Accountable Executive Lead to Martin Sadler
  - Approving body updated to Trust Board as per the national requirements.

- Removal of named FTSU leads in the body of the policy to future proof the document.
- Audit tools strengthened to include reference to the FTSU improvement tool in section 10.

#### **4. Recommendations**

4.1 The Trust Board is asked to:

- a. **APPROVE** the Freedom to Speak Up policy.

Jamil Johnson  
Interim Lead Freedom to Speak Up Guardian

06<sup>th</sup> December 2023

**Annex 1:** Freedom to Speak Up policy