Southport and Ormskirk Hospital NHS Trust

Action Plan Following National Guardian Case review
with links to actions required following completion of NHSI self review tool
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Date of Neuro-Specials 2027
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Section of the control of the contro					Date of Review: Suptember 2017 Action plan Approved by Trust Board : Feb 2018 Action plan updated 7:01:19							No progress	/ Not progressing to Plan	
Part	No	Source Document	Source Document	Area for improvement	Action or improvement required	Target Date	Current	Executive Lead	Action Owner	Monitoring Forum	Assurance Forum	Frequency of Reportion	Metric / process for assurance	
Part		Culture of raisi	ing concerns - I	policies and procedures	Communication size de la conference		and the same	Chief No.	Date du fini - fan	Marchin PRO	MMC Investor	March	All staff familiar with saline, when wheat	
Part	4.1	national Guardian Office		one trust should publish its new speaking up policy	communication plan developed for the roll out of the policy in conjunction with stakeholders	31-Mar-18	BLUE	Chief Nurse (Juliette Cosgrove)	(Gill Murphy)	wanthly PTSU meeting	writi Improvement Board Workforce Committee	Monthly	Number of concerns raised through this forum	
March		CHILLE											Communications plan	
March														
March	1.3	Mational	March Calif	The treet should audited be seen	Palice to be sublished as sushifts and interest	21 May 19	01116	Chief Moseo	Communication	Mosthly ETG1 exertise	NWI Incomment Based	Mosthly	All stuff families with earlies	
Mary		Guardian	review tool	speaking up policy				(Juliette Cosgrove)			Workforce Committee	and and and		
	2.1	National Guardian		all existing and new workers are aware	stakeholders are aware of the revisited policy	01-May-18	BLUE		Communication lead (Tony Ellis)	Monthly FTSU meeting		Monthly	Evaluation of Induction Programme	
Part		Office		of the contents of the new freedom to	i.e. all staff briefings or emails, attend team meetings, newsletter and video updates, screen								Communications plan	
Part					savers, posters Include Trust Policy and Guardian in Staff Induction programme									
Part														
Mary	2.2	National Guardian	NHSI Self review tool	all existing and new workers are aware	Cover in induction programme for new starters and doctors programme	01-May-18	BLUE		Communication lead (Tony Ellis)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Monthly	Number of concerns raised through this forum Evaluation of Induction Programme	
Part		Office												
Part														
Part														
Part	3.1	National	NHSI Self	senior leadership and culture The trust should implement all aspects	Develop governance structure to ensure that	01-Feb-19	GREEN	Chief Nurse	Deputy Chief Nurse	Monthly FTSU meeting	NHSI Improvement Board	Annual	Governance structure	
Part		Guardian Office	review tool	action plan, by the plan's stated	the relevant board committee is monitoring the delivery of the artists plan and paraising regular			(Juliette Cosgrave)	(Gill Murphy)		Workforce Committee		Improvement Delivery Group and	
Part				completion dates	assurance that progress is in line with the action plan and that risks are being mitigated. Delivery								(workforce)	
Part					through Quality Improvement Delivery Group.								Copies of reports	
Part														
Part	8.2	National	NHS SAF	The trust should implement all asperts	Baselar undates provided by the Fearution	01.5eb.19	CREEN	Chief Norse	Denuty Chief Nurse	Monthly FTS1 meeting	NHSI Imnovement Board	Annual	Appenda and minutes from Chality	
Part	_	Guardian		of its draft Freedom to Speak Up	sponsors to the senior management team and			(Juliette Cosgrove)	(Gill Murphy)		Workforce Committee		Improvement Delivery Group and	
No.													(workforce) Copies	
													Update to Board & Executives Action plan	
Mathematical Property of the Company of the Compa	3.3	National	NHSI Self	The trust should implement all aspects	Develop a clear comms plan to help	01-Mar-18	BLUE		Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board	Monthly	Communication Plan	
March Marc			review tool	action plan, by the plan's stated	communicate the vision and achieve staff buy in			(Jane Royds)	(Audrey Cushion)		Workforce Committee		Freedom to speak up report	
Part		Culture of raisi	ing concerns -	completion dates culture of valuing workers		<u> </u>					L		I	
Part	4.1	National Guardian	NHSI Self review tool	accordance with its own policies and	In tine with the policy develop a process to deliver feedback within timescales as	31-Mar-18	BLUE	Chief Nurse (Juliette Cosgrove)	FTSU Guardian (Martin Abrams)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Quarterly	(if appropriate) covered in Freedom to speak	
1		office			appropriate								up report	
1				concerns provide feedback to every										
No.				any actions they intend to take in										
Part														
Part														
Part	4.2	National Guardian	NHSI Self review tool	accordance with its own policies and	Train all relevant managers and leaders	Dec-18	BLUE	Director HR/DD (Jane Royds)	(Audrey Cushion)	Monthly FTSU meeting		Annual	Number of staff trained Evaluation of training	
March Marc		uttice		procedures and in accordance with good practice, all those managers and										
Marie Mari				concerns provide feedback to every individual who sneaks up, including										
				any actions they intend to take in										
Part				- maghinistic										
	4.4	National	NHSI Self	The trust should ensure that, in	Review process for feedback including training	May-18	GREEN	Director HR/DD	Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board	Monthly	Evaluation and review of process	
		Office	-evnew tool	procedures and in accordance with	to the process			Jame Royds)	(Augrey Cushion)		worktorce Committee		Complete to process implemented	
Part				leaders responsible for handline										
Note				individual who speaks up, including										
1.														
1.		Orderes of The	sine Case	measuring the officerior	FUN DISCOSSES									
Marchan Marc	5.1	National Guarrian	NHSI Self review took	The trust should put in place effective	Develop a process to gather feedback from staff that have raised coveress	Jul-18	BLUE	Director HR/DD (Jane Browth)	FTSU Guardian (Martin Alwans)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Monthly	Feedback shows that staff awareness and confidence is growing	
Part		Office		of a positive speaking up culture									- Server of growing	
Part	5.2	National Guardian	NHSI Self review tool	systems to monitor the development	Conduct a pulse survey to measure staff awareness/confidence at the time the revised	Jul-18	BLUE	Director HR/DD (Jane Royds)	Deputy HR Lead (Audrey Cushion)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Quarterly	Survey results	
Control Cont		Office		of a positive speaking up culture	speaking up policy is launched	<u></u>		,,						
March Marc	5.3	Guardian	NHSI Self review tool	systems to monitor the development	Plan focus groups at 3 and 6 months to gather feedback and improvement suggestions	Jul 2018 and September 2018	BLUE	equalities lead	FTSU Guardian (Martin Abrams)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Quarterly	Feedback received and suggestions	
March Marc		Office		of a positive speaking up culture									incorporated as appropriate	
1	5.4	Guardian		systems to monitor the development	Feedback from staff reps i.e. union or employee forum reps	Jul-18	GREEN		Deputy Chief Nurse (Gill Murphy)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Monthly	Feedback received	
			and diff				coccu	0						
Service Servic	3.3	Guardian	review tool	systems to monitor the development	grievances	May-16	GREEN		(Audrey Cushion)	Monthly F150 meeting	Workforce Committee	Monany	Exit interview	
Control Cont	5.6		NHS SHI		Establish discussion froum's on the intranet or	bsL18	BUILE	Chief Norse	FTSUGuartian	Monthly FTSI meeting	NHSI Improvement Board	Washir	Feetback received	
March Marc		Guardian	review tool	systems to monitor the development of a positive speaking up culture					(Martin Abrams)		Workforce Committee	,		
1. Control			rom bullying											
1.	6.1	National Guardian		plan to develop a working culture that	Identify good practice from other trusts	Apr-18	GREEN	Chief Nurse (Juliette Cosgrove)	Deputy Chief Nurse (Gill Murphy)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Quarterly	Review undertaken and areas of possible good practice shared and incorporated into Trust	
No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No. No.		Office		providing anti-bullying training for all									values and behaviours	
Lange Country of Count			L			<u></u>		L			<u></u>	L		
Note of the control o	6.2	National Guardian			Review bullying and harassment policy to ensure that expectations and review ensure	Apr-18	GREEN		Deputy HR Lead (Audrey Cushina)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Annual	Policy reviewed	
Second Control Contr		Office		is free from bullying, including providing anti-bullying training for all					,					
Notice N	6.3	National	-	staff. The trust should develop an action	Review performance management policy to	Apr-18	GREEN	Director HR/DD	Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board	Annual	Policy reviewed	
Notice N		Guardian Office		is free from bullying, including	ensure that expectations and consequences are clear.			(Jame Royds)	(Audrey Cushion)		Workforce Committee			
Section of the control of the contro				providing anti-bullying training for all										
Second	6.4	National Guardian		plan to develop a working culture that	nowew training around values, behaviours etc. and consequences of inappropriate behaviour	ntay-18	AMBER	(Jane Royds)	UD Lead	monthly PTSU meeting	wrSi Improvement Board Workforce Committee	Quarterly	Values and behaviours incorporated into	
Section of the control of the contro		Ottice		providing anti-bullying training for all										
Section Office of the development of the section of				MARTS.										
Section Office of the development of the section of														
Office Section of the process of	6.5	National Guardian		plan to develop a working culture that	clear statement that bullving and harassment	May-18	AMBER	Director HR/OD (Jane Royds)	Deputy HR Lead (Audrey Cushion)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Annual	Communication plan	
Substance of the control of the cont		Office		is free from bullying, including	will not be tolerated.									
office of the form being produced and being a scale of the form being produced and being a scale of the form of th	6.5	National		staff. The trust should develop an action	Train managers to identify/recognise, prevent	Dec-18	AMBER	Director HR/OD	Deputy HR Lead	Monthly FTSU meeting		Monthly	Training programme in place	
Section of Section 1 and Secti		Guardian Office		plan to develop a working culture that is free from bullying, including	and address bullying and harassment			(Jame Royds)	(Audrey Cushion)		Workforce Committee		Values and behaviours incorporated into training programme	
Contain Con	6.7	National	-		Butrain HB staff to shoul with to 18 1 1 1 1 1	Day-18	ALCO TO	Director MP mo	Danuty MR r · · · *	Monthly FT011 on	NHQ Incomment	Month		
4. Michael Michael Services (American American A		Guardian		also to doubles a modified culture that	harassment cases fairly and promptly and inline		Radison	(Jane Royds)	(Audrey Cushion)			munitarity	Values and behaviours incorporated into	
1.5 a. Section of the control of the			<u></u>	staff		<u></u>			<u></u>		<u></u>			
Section 1 Sectio	6.8	Guardian		The trust should develop an artism	dewlop an approach to monitor the impact of the changes	Apr-18	GREEN	Chief Nurse (Juliette Cosgrove)	Deputy Chief Nurse (Gill Murphy)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Monthly	Staff survey (culture indicators) improvement Pulse surveys undertaken and improvements	
Section 1 Sectio		Office		is free from bullying, including providing anti-bullying training for all									identified	
and the fewings unding shaling				staff.										
Cifful and the foliage of the foliag	6.9	Guardian		The trust should develop an action plan to develop a working culture that	provide regular updates to the board on progress and issues.	May-18	GREEN	Chief Nurse (Juliette Covernment)	Deputy Chief Nurse (Gill Murnhy)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Quarterly	Updates to Board Asenda and minutes	
Section 1.		Office		is free from bullying, including providing anti-bullying training for all							- Committee			
Contract of Contract According to Section (Contractive Contractive				staff.										
About and Carbon Section Sec	6.10	National		The trust should develop an action	Develop comms/training/performance	Sep-18	AMBER	Director HR/OD	OD lead	Monthly FTSU meeting	NHSI Improvement Board	Quarterly	Communication plan	
About and Carbon Section Sec		Guardian Office		plan to develop a working culture that is free from bullying, including	management approach that will maintain the momentum of a culture free from bullying and			(Jane Royds)			Workforce Committee			
1.2. Section of Ministry Conference of Minist		Cultur	No to to	providing anti-bullying training for all staff.	harassment.							L		
Contract	7.1	National	NHSI Self	Trust leaders should take appropriate	Develop a monthly exec/NED/CoG walk about	01-Mar-18	GREEN	Chief Nurse	Deputy Chief Nurse	Monthly FTSU meeting	NHSI Improvement Board	Monthly	Pulse survey (routinely undertaken) to assess	
March Marc		Guardian Office	review tool	and accessible to all workers to	15 steps approach			(Juliette Cosgrove)	(Gill Murphy)		Workforce Committee		impact of walkabouts	
the following the content of the con				promote a culture of visible leadership.										
the following the content of the con	7.2	National	NHSI Self	Trust leaders should take appropriate	monthly breakfast/funches/coffee mornings	01-Mar-18	GREEN	Director HR/DD	OD lead	Monthly FTSU meeting	NHSI Improvement Board	Monthly	Attendance by Executives	
T3 during four filts of confidence of the confid		Guardian	review tool	steps to ensure that they are visible and accessible to all workers to	with Execs/NEDs			(Jane Royds)			Workforce Committee		Attendance by staff	
Combine Office Committee of an expension of the type or similar that they are value and expension of the committee of an expension of the committee of an expension of the committee of an expension of the committee of the commit		Market	Marky # -1"		American set for	01 Au **	69***	Disser	ENU.	Marchin Person	MMS has	Marian	Potes of force or	
At Marian Wide In Section 1 Section	7.3	Guardian	nHSI Self review tool	steps to ensure that they are visible	improvement tocus groups	01-Apr-18	GREEN	(Jane Royds)	r iSU Guardian (Martin Abrams)	worthly FTSU meeting	NnSI Improvement Board Workforce Committee	ntonthly	Topics of focus groups	
Consider Office and excellent form of the power tool of the power to consider the five year was given to extend the five year was given to the five the power to consider the power that the power to consider the power that th		office		and accessible to all workers to promote a culture of visible leadership.									reequack mechanisms from focus groups Attendance levels	
7.5 Surround a collusor of shadob selectorists. 1.5 Surround Standard Stan	7.4	National	NHSI Self	Trust leaders should take appropriate	Exec email updates - must do Director of	Feb-18	GREEN	Director HR/OD	OD lead	Monthly FTSU meeting	NHSI Improvement Board	Quarterly		
7.5 National NPS Self Proces beaders should take appropriate. Video on the intravel flacing for the processing of the processing for the processin		Office	-evnew tool	and accessible to all workers to	www.eng; czru, wu & CDO as essential			Jame Royds)			worktorce Committee		Read receipt to be added to audit staff	
Quartian melver load dates to ensure that the year valide (unlette Cargonel) (Martin Adrams) Workforce Committee and described and eventure to to	7.5	National	NHSI SAF	Trust leaders should take appropriate	Videos on the intraner	Feb-18	CHEEN	Chief Norse	FTSU Grand's	Monthly FTG1 montion	NHSI Improvement Box 1	Quarteri-	1 '	
promote a culture of visible leadership.			review tool	steps to ensure that they are visible and accessible to all workers to				(Juliette Cosgrove)	(Martin Abrams)	, . too meeting	Workforce Committee	Library		
				promote a culture of visible leadership.										

March														
Total	7.6	National Guardian		steps to ensure that they are visible	All staff briefings	01-Mar-18	GREEN		FTSU Guardian (Martin Abrams)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Monthly	Audit of number of staff briefings	
March Marc		Office		and accessible to all workers to	х.									
March Marc	7.7	Modern I	and the											
March Marc	7.7	National Guardian Office	NHSI Self review tool	Trust leaders should take appropriate steps to ensure that they are visible and accessible to all workers to	CEO weekly or monthly all staff comms	01-Apr-18	GREEN	CiO .	Communication lead (Tony Ellis)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Monthly	Audit of number of staff comms	
				promote a culture of visible leadership										
Part	8.1		NHSI Self	The trust should ensure that it	Identify good practice from other trusts	Apr-18	BLUE	FTSU Guardian	FTSU Guardian	Monthly FTSU meeting	NHSI Improvement Board	Q1	Review undertaken and areas of possible good	
		Guardian Office	review tool	responds to the concerns raised by its workers strictly in accordance with its				(Martin Abrams)	(Martin Abrams)		Workforce Committee		practice shared and incorporated into Trust values and behaviours	
				accordance with good practice and report to the board evidence of this.										
March Marc														
March Marc	8.2	Guardian	NHSI Self review tool	responds to the concerns raised by its	case files to identify gaps in compliance with	Apr-18	GREEN	Director HR/DD (Jame Royds)	FTSU Guardian (Martin Abrams)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Quarterly	Audit of policy	
		Office		workers strictly in accordance with its policies and procedures and in	aspects of policy and good practice (lessons learned)									
Part				report to the board evidence of this.										
	8.3	National Guardian	NHSI Self review tool	responds to the concerns raised by its	Review a sample of case files and make recommendations for improvements	Apr-18	BLUE	Chief Nurse (Juliette Cosgrove)	Deputy Chief Nurse (Gill Murphy)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Quarterly	Audit of policy	
Mathematical Content of the conten		Office		workers strictly in accordance with its										
Part														
Part	8.4	Guardian	NHSI Self review tool	responds to the concerns raised by its	Implement the changes and monitor to assess the impact	Apr-18	BLUE	Director HR/DD (Jane Royds)	OD lead	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Quarterly	Audit of policy Pulse survey of staff Bennet to Board	
Part				policies and procedures and in accordance with good practice and									Board agenda and minute	
Part	8.5	National	NHSI SAIF		Banort to board details of compliance with the	May-18	BULLE	Director HB/DD	FTSU duarrian	Monthly FTS1 meeting	NHSI Improvement Board	Ovarterly	Report to Roard	
March Marc		Guardian	review tool	responds to the concerns raised by its workers strictly in accordance with its	policy and the learning identified.	.,		(Jane Royds)	(Martin Abrams)		Workforce Committee	,	Board agenda and minute	
The column				policies and procedures and in accordance with good practice and										
Part	9.1	National		The trust should ensure that its	Recruitment process audits	Mar-18	GREEN	Director HR/OD	Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board	Quarterly	Audit of policy (recruitment)	
March Marc		Guardian Office		workers in relation to the recruitment				(Jane Royds)	(Audrey Cushion)		Workforce Committee			
Part				policies and procedures and in										
1														
Part		Supporting go			Interest control in the	1 T			ence :	I	l		la transfer de	
Part	10.1			including all managers, with regular,	spentify good practice from other trusts		BLUE		r ISU Guardian (Martin Abrams)	wanthly FTSU meeting	writi Improvement Board Workforce Committee		practice shared and incorporated into Trust	
March Marc				updated and mandatory training on speaking up and supporting and										
March				The trust should monitor the effectiveness of this training.										
Market M		National Guardian												
Part	10.2	Office		The trust should provide all workers,	Source an external training company or develop	Apr-11	GREEN	Director HR/DD	Deputy Chief Nurse	Monthly FTSU meeting	NHSI Improvement Board	Annual	Training programme in place	
March Marc			review tool	including all managers, with regular, updated and mandatory training on speaking up and supporting and	in nouse training and guidance materials to include how to investigate concerns, conflict resolution, how to reduce stress. In the Principle of the Principle			(Jame Royds)	(cáll Murphy)		workforce Committee		numbers trained	
March Marc														
March Marc		National		effectiveness of this training.	posting									
West	10.3	Guardian Office	NHS SAT	The treat should remain -	burbula references to secolis	Sep-11	20.00	Director MP mo.	FRUIdood	Marchin FFG11 m	NHS Improved	Annual	Banipar of staff spectruins	
March Marc			review tool	including all managers, with regular, updated and mandatory training on	existing training programmes - i.e. manager/supervisor training		w.UE	(Jane Royds)	(Martin Abrams)		Workforce Committee		Updated staff material with freedom to speak	
March Marc		Mari		speaking up and supporting and responding to people who speak up.										
March Marc		National Guardian Office		effectiveness of this training.		Dec-11						Annual		
March Marc	10.5		NHSI Self review tool	The trust should provide all workers, including all managers, with regular,	Rollout training programme.		BLUE	Director HR/OD (Jame Royds)	Deputy HR Lead (Audrey Cushion)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee		Training programme in place Review of effectiveness of training	
March Marc				updated and mandatory training on speaking up and supporting and responding to people who speak up									Numbers trained	
Windows Wind		National Guardian		The trust should monitor the effectiveness of this training.										
March Marc	10.6	Office	NHSI Self	The trust should provide all workers,	Obtain feedback/evaluation from training	Sep-11	BLUE	Director HR/OD	Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board	Monthly	Training programme in place	
The control of the co			review tool	updated and mandatory training on speaking up and supporting and	delegates and improve course as necessary			(Jame NOYOS)	(Abbrey Claricit)		Workforce Committee		Numbers trained	
The control of the co		National		responding to people who speak up. The trust should monitor the										
No.	10.7	Guardian Office	MMS CAL	effectiveness of this training.	EPECO to abbote feedback from washing about	Dec-11	2116	Director MR (DD	ENILGuadia	Marthly FT(1) marting	NWS Incomment Based	Monthly	Support of these who have cooks up	
March Marc	10.7		review tool	The trust should provide all workers, including all managers, with regular, updated and mandatory training on	PTSUG to obtain feedback from workers about how supported they have felt by the person they raised their concerns with		BLUE	(Jane Royds)	(Martin Abrams)	Monthly FTSU meeting	Workforce Committee		Survey of those who have spoke up	
March Marc														
March Marc				The trust should monitor the effectiveness of this training.										
Manufact Controls Manufact Cont		National Guardian				See 11						Mastel		
March M. S. Warrier M. S. Warr	11		NHSI Self review tool	annonniate stens are taken to	and appropriate publicity material and intranet		BLUE	Director HR/DD (Jame Royds)	Communication lead (Tony Ellis)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee		Publicity material	
March M. S. Warrier M. S. Warr				publicise the role of the guardian and any staff supporting that role, using	page developed								Comms plan	
Montange		Guardian		metricus trat reach as workers.										
Modern Control of Cont	12.1	Office	NHSI Self	The trust should ensure that it	Identify what FTSUG/Champion model similar	Miss-11	BLUE	Director HR/DD	FTSU Guardian	Monthly FTSU meeting	NHSI Improvement Board	Quarterly	Review undertaken and areas of possible good	
Modern Control of Cont			Terres too	role of FTSUG, in line with guidance provided by the NGO, including	and tract one and determine.			(Jame Hoyal)	(Marchi Adrama)		WORKING COMMISSION		values and behaviours	
Section of Control Con				sufficient cover to support their work in their absence, and alternative router	4									
More		Mari		to handle speaking up matters to overcome and possible conflicts.										
Level and provide general contents for all provided general contents for a	L	vacional Guardian Office	L	<u> </u>		Apr-11					<u>L</u>	One off	<u> </u>	
Procedure of the process of the pr	12.2		NHSI Self review tool	provides appropriate resources for the			BLUE	Chief Nurse (Juliette Cosgrove)	Deputy Chief Nurse (Gill Murphy)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	Quarterly	Job Description Champion roles	·
Moreover the property of the common and property the c				provided by the NGO, including sufficient cover to support their work									Regular meetings in place	
Section of Section 1 Accordance where the control of Section 1 Accordanc					s									
and the control of th		National	1	overcome and possible conflicts.	1							1		
And and an analysis of the control o	12.3	Office												
Learning and the control of the cont	1		NHSI Self	The treet should account that it	Assess the impact of the extra resources by	May-11	BLUE	Director HR/DD	Deputy HR Lead		NHSI Improvement Board		Number of concerns raised through this forum	
The control of the co			NHSI Self review tool	The trust should ensure that it provides appropriate resources for the role of FTSUG, in line with guidance	Assess the impact of the extra resources by analysing staff feedback	May-11	BLUE	Director HR/DD (Jane Royds)	Deputy HR Lead (Audrey Cushion)		NHSI Improvement Board Workforce Committee		Number of concerns raised through this forum	
Moderal Modera			NHSI Self review tool	The trust should ensure that it provides appropriate resources for the role of FTSUO, in line with guidance provided by the NOO, including	Assets the impact of the extra resources by analysing staff feedback	May-1	BLUE	Director HR/OD (Jane Royds)	Deputy HR Lead (Audrey Cushion)		NHSI Improvement Board Workforce Committee		Number of concerns raised through this forum	
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Office Annual 77 Recommendation was directed at COC and not the trust.	13.2 13.3 14.1 15.1	Counties of Control of Counties of Countie	neview tool Necis Self review tool	The Your desiral error for 12 provides agreement to 12 provides agreement to 12 provides agreement to 12 provides agreement to 13 provides agreeme	markings gold feedback. Meet with BMC support groups to judicious the winder gloth gas and to understand what between the control groups to gas to understand what between the control gas to trust groups to gas to understand what between the control gas to understand the support gas to the control gas to gas	Ann 22	MUE MANSEE	Country 19500 (less fleps) (les	Equality Lend Equality Lend Equality Lend Equality Lend Depart Will Lend (Author) Depart Will Lend (Author) FISU Guardian (Martin Advance) Company Set (Author) Company Set (Author) Company Set (Author)	Monthly FTSS meeting Monthly FTSS meeting	MOS Improvement Band Belleton Committee Workforce Committee Workfo	Guarterly Guarterly Guarterly Annual	Programme of support to BAME. Number of BAME specifies concerns The State of Stat	
	133 141 151	Coordina Control National Control Nation	neview tool Necis Self review tool	The Your desiral error for 12 provides agreement to 12 provides agreement to 12 provides agreement to 12 provides agreement to 13 provides agreeme	markings gold feedback. Meet with BMC support groups to judicious the winder gloth gas and to understand what between the control groups to gas to understand what between the control gas to trust groups to gas to understand what between the control gas to understand the support gas to the control gas to gas	Ann 22	MUE MANSEE	Country 19500 (less fleps) (les	Equality Lend Equality Lend Equality Lend Equality Lend Depart Will Lend (Author) Depart Will Lend (Author) FISU Guardian (Martin Advance) Company Set (Author) Company Set (Author) Company Set (Author)	Monthly FTSS meeting Monthly FTSS meeting	MOS Improvement Band Belleton Committee Workforce Committee Workfo	Quarterly Quarterly Quarterly Annual	Programme of support to BAME. Number of BAME specifies concerns The State of Stat	
	113.2	Coordina (Microsol Guardina (Mic	Netto Seef revolves tool Netto Seef revolve	The Year should arrange that it is provided any program enterest for the profession and program enterest for the profession and off TSSACs in the week of profession and the profession and profession a	markeying staff bendhark. Mark with BMT support groups to judicious the winder gloth gas of to understand what behavior and staff of the staff of t	Ann 22	MUE MANSEE	Country 19500 (less fleps) (les	Equality Lend Equality Lend Equality Lend Equality Lend Depart Will Lend (Author) Depart Will Lend (Author) FISU Guardian (Martin Advance) Company Set (Author) Company Set (Author) Company Set (Author)	Monthly FTSS meeting Monthly FTSS meeting	MOS Improvement Band Belleton Committee Workforce Committee Workfo	Guarterly Quarterly Quarterly Quarterly Annual	Programme of support to BAME. Number of BAME specifies concerns The State of Stat	

18.1			The trust should take steps to ensure	Identify good practice from other trusts i.e.	Dec-19	BLUE	Director HR/DD	Director HR/OD	Monthly FTSU meeting	NHSI Improvement Board	l .	Review undertaken and areas of possible good	l I
			that its policies and procedures are	multiple channels to raise concerns, counselling,			(Jame Royds)	(Jane Royds)		Workforce Committee	l .	practice shared	
			supportive of all workers affected by	facilitated open and reflective discussions to					1	l	l		
			the speaking up process, including	generate solutions, team building, mediation					1	l	l		
			those who are the subject of concerns	ate:					1	l	l		
	National		raised	eu.					1	l	l		
	Guardian		raised.								l .		
	Office								1	l	Quarterly		
18.2			The trust should take steps to ensure	Review all relevant policies and procedures and		AMBER	Director HR/OD	Director HR/OD	Monthly FTSU meeting	NHSI Improvement Board		Identification of relevant policies	
			that its policies and procedures are	amend accordingly.			(Jane Royds)	(Jane Royds)	1	Workforce Committee	l	Evidence of review of relevant policies	
			supportive of all workers affected by						1	l	l		
			the speaking up process, including						1	l	l		
	National		those who are the subject of concerns						1	l	l		
	Guardian		raised						1	l	l		
	Office		121002.		14.10						Amend		
19.1	SHIPE		The trust should take steps to actively	Develop guidance for staff so that they know	200-110	BLUE	Director HR/OD	Director HR/OD	Monthly FTSU meeting	NHSI Improvement Board	AL THE	Mediation usage	
49.4			promote the use of mediation, where	how to support staff including when to offer		ucu.	(Jane Royds)	(Jane Royds)	montary 1120 meeting	Workforce Committee	l	mediacion diage	
			appropriate, to resolve issues arising	moditation			(Jame RDyds)	(Jane Royds)		Workforce Committee	l .		
				mediation					1	l	l		
	National		from speaking up								l .		
	Guardian								1	l	l		
	Office				Jun-18						Quarterly		
19.2			The trust should take steps to actively	Awareness and training for staff		BLUE	Director HR/DD	FTSU Guardian	Monthly FTSU meeting	NHSI Improvement Board		Staff trained	
1	1	1	promote the use of mediation, where	1	I		(Jane Royds)	(Martin Abrams)		Workforce Committee	l	I	l l
1	National	l	appropriate, to resolve issues arising	1	I		, , , , ,	1	I		I	I	
1	Guardian	l	from speaking up	1	I		i	1	I	I	l	I	
1	Office	1		1	Dec-18		I	1	I	I	Monthly	I	
19.3			The trust should take steps to actively	Request feedback from staff who have raised		BLUE	Director HR/DD	FTSU Guardian	Monthly FTSU meeting	NHSI Improvement Board		Feedback from staff who have used mediation	
			promote the use of mediation, where	concerns and received mediation to further			(Jane Royds)	(Martin Abrams)	and and a second	Workforce Committee	l .	process	
1	National	l	appropriate, to resolve issues arising	refine the process	l		(January Carly)	, and the same of	I		l		
1	Guardian	1	appropriate, to resolve issues arrsing from speaking up		ı		I	1	I	I	l	I	ı
	Office		from speaking up										
		d minority .	kers - meeting the needs of black and n	sissalty atheir washan	. uec-18	_					- endonmer		
20.1	vuinerable and	a minonty wor	The trust should take all appropriate	Understand the issues raised and identify key		CREEN	Director HR/DD	Director HR/QD	Monthly FTSU meeting	NHSI Improvement Board		Staff survey key actions relating to BME	
20.1			steps to address the concerns raised	artises		CHEEN	(Jame Royds)	(Jane Royds)	Monthly F150 meeting	Workforce Committee	l	Starr survey key actions relating to divic	
				actions			(Jane Royds)	(Jane Royds)		Workforce Committee	l .		
	National		by BME workers in the trust 2016						1	l	l		
	Guardian		survey.								l .		
	Office				Jul-18						Monthly		
20.2			The trust should take all appropriate	Seek advice from WRES team at NHS England		80 LIF	Director HR/DD	Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board		Good practice identified and shared	
	National		steps to address the concerns raised	about how to address issues and to improve			(Jane Royds)	(Audrey Cushion)		Workforce Committee	l		
	Guantian		by BME workers in the trust 2016	trust and confidence in BME staff			(Jame surpus)	(America common)	l	WORKING CO.	l		
	Office		survey.	trust and confidence in bivic starr	Jul-18								
20.4	Uttical		The trust should take all appropriate	Once actions have been agreed and	201-10	AMBER	Director HR/DD	Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board	Annual	Training of staff in place	
20.4			stens to address the concerns raised			AMBER			Monthly F150 meeting	Workforce Committee	l	Training or scarr in place	
			steps to address the concerns raised by BME workers in the trust 2016	implemented - train all managers to be aware of and support BME needs			(Jane Royds)	(Audrey Cushion)		Workforce Committee	l .		
	National			and support BME needs					l	l	l		
	National Guardian		survey.								l .		
	Office				Jul-18								
21.1	Office				Jul-18		Director HR/DD	Deputy HR Lead		NHSI Improvement Board	Annual	10	
21.1			The trust should appoint an equality	Develop JD		BLUE			Monthly FTSU meeting	NHSI Improvement Board Workforce Committee	l .	10	
			and diversity lead and ensure that				(Jane Royds)	(Audrey Cushion)		Workforce Committee	l .		
			position is appropriately resourced.						l	l	l		
	National										l .		
1	Guardian	l		1	l		i	1	I	I	l	I	
	Office				Mire-18						one off		
21.2			The trust should appoint an equality	Role advertised		BLUE	Director HR/DD	Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board	l —	Advert	
1	National		and diversity lead and ensure that	1	I		(Jane Royds)	(Audrey Cushion)		Workforce Committee	l	I	
1	Guardian		position is appropriately resourced.	1	ı				I		l	I	ı
1	Office	l		1	Mar-18		i	1	I	I	One off	I	
21.3			The trust should appoint an equality	Open and fair recruitment process		BLUE	Director HR/DD	Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board		Process in line with policy	
1	National		and diversity lead and ensure that		I		(Jane Royds)	(Audrey Cushion)		Workforce Committee	l		
1	Guantian		position is appropriately resourced.	1	ı				I		l	I	ı
1	Office	l	parameter and the second	1	Mar.18		i	1	I	I	One off	I	l
22.1			The trust should take action to	Develop governance structure to ensure that		GREEN	Director HR/DD	Deputy HR Lead	Monthly FTSU meeting	NHSI Improvement Board		Governance structure	
144-4		l	implement all the recommendations	the relevant board committee is monitoring the	l	GALLEN.	(Jane Royds)	(Audrey Cushion)	morning - 122 meeting	Workforce Committee	l	Agenda and minutes from monitoring forum	l
1			implement all the recommendations of its cultural review	the relevant board committee is monitoring the delivery of the cultural review action plan and	I		free pay and Age 1	(worrey custion)	I	WANTED COMMITTEE	l	Agenda and minutes from monitoring forum and assurance from	
1		l	OF IOS CUITLIFAI PRIVANW.		l		I	1	I	I	l		l
1		1		receiving regular assurance that progress is in	ı		I	1	I	I	l	Copies of reports	ı
	1	l		line with the action plan and that risks are being	1		I	1	I	I	l	I	
		l		mitigated.	l		I	1	I	I	l	I	
	National				l		I	1	I	I	l	I	
	Guardian										Quarterly		
					Jun-18								
22.2	Guardian Office		The trust should take action to	Regular updates provided by the Executive	Jun-18	GREEN	Director HR/DD	Deputy Chief Nurse	Monthly FTSU meeting	NHSI Improvement Board		Updates on delivery of review	
22.2	Guardian Office National		implement all the recommendations	sponsors to the senior management team and	Jun-18	GREEN	Director HR/OD (Jame Royds)	Deputy Chief Nurse (Gill Murphy)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee		Updates on delivery of review	
22.2	Guardian Office National Guardian			Regular updates provided by the Executive sponsors to the serior management team and issues escalated to the executive management		GREEN		Deputy Chief Nurse (Gill Murphy)	Monthly FTSU meeting	NHSI Improvement Board Workforce Committee		Updates on delivery of review	
	Guardian Office National		implement all the recommendations of its cultural review.	sponsors to the senior management team and issues escalated to the executive management team.	Jun-18 Dec-18		(Jane Royds)	(Gill Murphy)		Workforce Committee	Quarterly		
22.2	Guardian Office National Guardian		implement all the recommendations	sponsors to the senior management team and		GREEN		Deputy Chief Nurse (Gill Murphy)	Monthly FTSU meeting Monthly FTSU meeting	NHSI Improvement Board Workforce Committee NHSI Improvement Board	Quarterly	Updates on delivery of review Good practice identified and shared	
	Guardian Office National Guardian		implement all the recommendations of its cultural review.	sponsors to the senior management team and issues escalated to the executive management team.			(Jane Royds)	(Gill Murphy)		Workforce Committee	Quarterly		
	Guardian Office National Guardian		implement all the recommendations of its cultural review. The trust should consider requesting support from the NHS England WRES	sponsors to the senior management team and issues escalated to the executive management team.			(Jane Royds) Director HR/OD	(Gill Murphy) Deputy HR Lead		Workforce Committee NHSI Improvement Board	Quarterly		
	Guardian Office National Guardian Office		implement all the recommendations of its cultural review. The trust should consider requesting	sponsors to the senior management team and issues escalated to the executive management team.			(Jane Royds) Director HR/OD	(Gill Murphy) Deputy HR Lead		Workforce Committee NHSI Improvement Board	Quarterly		
	Ouardian Office National Quardian Office		implement all the recommendations of its cultural review. The trust should consider requesting support from the NHS England WRES implementation Team to help meet	sponsors to the senior management team and issues escalated to the executive management team.			(Jane Royds) Director HR/OD	(Gill Murphy) Deputy HR Lead		Workforce Committee NHSI Improvement Board	Quarterly		
	Guardian Office National Guardian Office		implement all the recommendations of its cultural review. The trust should consider requesting support from the NHS England WRES implementation Team to help meet	sponsors to the senior management team and issues escalated to the executive management team.			(Jane Royds) Director HR/OD	(Gill Murphy) Deputy HR Lead		Workforce Committee NHSI Improvement Board	Quarterly		