

Freedom to Speak Up - 1 Page Strategy

The Purpose:

This action plan aims to outline our strategic priorities and associated next steps to implement FTSU and embed a speaking up culture within PCD.

Laying the Foundations of FTSU



Priority 1: Strategy

- 1.1 GAP Analysis of speaking up within PCD
- 1.2 Prepare first FTSU Strategy utilising above
- 1.3 Complete Board Assessment - NGO
- 1.4 Complete Self-assessment for FTSU Guardian
- 1.5 Use results of 2022 Staff Survey to set baselines
- 1.6 Factor FTSU strategy into PCD Strategy refresh
- 1.7 Report regularly to Leads around strategy progress

Priority 2: FTSU Roles

- 2.1 Appoint FTSU Guardian via open and fair process
- 2.2 Support FTSUG, by providing appropriate resources, time, training and support
- 2.3 Explore appropriate meeting structure for regular meetings between FTSUG, HR and Governance Leads
- 2.4 Explore equality / diversity representation to further support minority and vulnerable workers incl. BME

Priority 3: Policy and Procedures

- 3.1 Set policy and translate into process on a page
- 3.2 Review existing HR / Incident Reporting policies to ensure they are supportive of all workers
- 3.3 Respond to all concerns following the Francis Principles of speaking up and PCD policy, including reporting to the board / CQC as appropriate
- 3.4 Ensure audit process in place for FTSU activities

Supporting our People to Speak Up



Priority 4: Launch of FTSU

- 4.1 Ensure staff are aware of FTSU roles and how to contact them confidentially
- 4.2 Develop launch comms - video, website, etc.
- 4.3 Infrastructure development - e.g. email inbox, anonymous box, etc.
- 4.4 Develop initial templates - auto reply, response templates, database

Priority 5: Development of Support

- 5.1 Continue to benchmark with other guardians
- 5.2 Attend Regional Meetings to obtain best practice
- 5.3 Develop knowledge around offer of support - what is available and how to access.
- 5.4 Include above learning in resources and templates
- 5.5 Develop feedback methods - to receive

Priority 6: Reporting

- 6.1 Complete quarterly returns to NGO
- 6.2 Agree calendar of returns to CGC & Non. Exec Lead
- 6.3 Develop dataset to capture relevant information
- 6.4 Develop reporting templates for above outlets
- 6.5 Develop feedback methods - to share learning
- 6.6 Deliver reporting to agreed recipients

Proactive Development of FTSU Culture



Priority 7: Communications

- 7.1 Develop Communications strategy for FTSU
- 7.2 Develop pages on TeamNet & Website
- 7.3 Develop awareness raising materials e.g. induction info, plan on page, etc.
- 7.4 Develop FTSU calendar of events

Priority 8: Culture

- 8.1 Training - Speak Up, Listen Up and Follow Up
- 8.2 Embed FTSU within induction and exit interview processes
- 8.3 Ensure staff have the appropriate skills to respond to issues raised e.g. leadership training
- 8.4 Promote the use of mediation to resolve issues

Priority 9: Collaboration

- 9.1 Explore opportunities for FTSUG to contribute to relevant training delivered within PCD
- 9.2 Work with Board to demonstrate change and feed FTSU into other policies and procedures
- 9.3 Link in with wellbeing events, bullying and harassment groups, etc.