

ROLE DESCRIPTION

FREEDOM TO SPEAK UP CHAMPION (NON EXECUTIVE)

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| 1. Name of Champion | Karen Walker |
| 2. Background | <p>The Robert Francis Freedom to Speak Up Report (20150) sought to develop a more supportive and transparent environment where staff are encouraged to speak up about patient care and safety issues. In line with the review, it is recommended that all NHS trusts should have this functional FTSU guardian role so that staff have a clear pathway and an independent and impartial point of contact to raise their concerns in the organisation.</p> <p>The role of the NED champion is separate from that of the guardian. The NED champion should support the guardian by acting as an independent voice and board level champion for those who raise concerns. The NED should work closely with the FTSU guardian and, like them, could act as a conduit through which information is shared between staff and the board.</p> <p>For more information see: https://www.england.nhs.uk/wp-content/uploads/2021/05/ftsus-supplementary-information.pdf </p> |
| 3. Purpose | <p>This non-executive director (NED) role is a senior, independent lead role specific to organisations with boards. In this context, the NED is predominantly a support for the guardian: a fresh pair of eyes to ensure that investigations are conducted with rigor and to help escalate issues, where needed.</p> <p>They should have an in-depth knowledge of FTSU and be able to readily articulate:</p> <ul style="list-style-type: none"> • why a healthy speaking-up culture is vital • the indicators of a healthy speaking-up culture • the indicators that there is sufficient support for speaking up and wider culture transformation • the red flags that should trigger concern <p>The NED is also there to challenge the most senior people in the organisation to reflect on whether they could do more to create a healthy, effective speaking-up culture. This might involve constructively raising awareness about poor behaviours.</p> |
| 4. Duties and Areas of Responsibility | <p>The non-executive lead is responsible for:</p> <ul style="list-style-type: none"> • role-modelling high standards of conduct around FTSU • ensuring they are aware of the latest guidance from National Guardian's Office • challenging the chief executive, executive lead for FTSU and the board to reflect on whether they could do more to create a healthy and effective speaking up culture |

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| | <ul style="list-style-type: none"> • acting as an alternative source of advice and support for the FTSU Guardian • overseeing speaking up matters regarding board members – see below. <p>It can be challenging to maintain confidentiality and objectivity when investigating issues raised about board members. This is why the role of the designated non-executive lead is critical. Therefore, in exceptional circumstances, the non-executive lead is expected to take the lead in determining whether:</p> <ul style="list-style-type: none"> • sufficient attempts have been made to resolve a speaking up concern involving a board member(s) and • if so, whether an appropriate fair and impartial investigation can be conducted, is proportionate, and what the terms of reference should be for escalating matters to regulators, as appropriate. <p>Depending on the circumstances, it may be appropriate for the non-executive lead to oversee the investigation and take on the responsibility of updating the worker. Wherever the non-executive lead does take the lead, they inform the FTSU Guardian, confidentially, of the case; keep them informed of progress; and seek their advice around process and record-keeping.</p> <p>The non-executive lead informs NHS England and CQC that they are overseeing an investigation into a board member (depending on the circumstances they may be required to provide the name of the board member under investigation). NHS England and CQC can then provide the non-executive with support and advice. The trust needs to consider how to enable a non-executive lead to commission an external investigation (which might need an executive director to sign-off the costs) without compromising the confidentiality of the individual worker or revealing allegations before it is appropriate to do so.</p> <p>The non-executive lead is expected to attend the National Training Day organised by the National Guardian's Office, and to complete the three e-learning modules ('Speak Up, Listen Up, Follow Up').</p> |
| 5. BTHFT Perspective | <p>Executive Lead/s Karen Dawber, Chief Nurse</p> <p>Related Committees/Groups People Academy FTSU Group</p> <p>Key Contacts Sue Franklin, Freedom to Speak Up Guardian</p> <p>Key Data Sources FTSU Quarterly Reports and Annual Report</p> |
| 6. Appointment Process & Tenure | <p>Appointments to the role will be made by the Trust Chair, in consultation with non executive and executive directors. The normal term of office is one year. The appointment to NED champion roles will</p> |

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| | be reviewed as part of the annual NED appraisal process. |
| 7. Next Review Date | Appointee and role description to be reviewed in September 2023. |

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