

SPEAK OUT SAFELY MEETING

**Minutes of the meeting held on Monday 20th February 2017
 at 3.00pm in the Executive Office**

Member		Attendance	Apologies
Mr Andrew Higgins (AH)	Non-Executive Director	<input checked="" type="checkbox"/>	
Mrs Alison Kelly (AK)	Director of Nursing & Quality (Chair)	<input checked="" type="checkbox"/>	
Mrs Sue Hodkinson (SH)	Director of People & OD		<input checked="" type="checkbox"/>
Ms Hayley Cooper (HC)	Staff side Chair	<input checked="" type="checkbox"/>	
Mrs Stephen Cross (SC)	Director of Corporate & Legal Services	<input checked="" type="checkbox"/>	

In attendance: Julie Weeks (JW), Head of Workforce Planning/HRBP
 Debbie Cleverley (DC), notetaker

		Action
1.	Apologies Apologies were received from Sue Hodkinson.	
2.	Welcome & review of the actions from the last meeting <u>Research & Development Investigation</u> - SC commented that we need to decide how to take this forward. AK noted that we have always been clear that this process is not an investigation; this is an important distinction. <u>Guardian Role</u> – AH noted that at the previous week’s event, there was discussion around the guardian’s role sitting alongside existing roles, potentially referring a lot back into the normal system, with some form of triage system. This needs to feed into the policy.	
3.	Community Speech & Language Therapist JW commented that we must ensure we are all joined up in the decisions being made, bringing all the separate strands together. When these concerns were originally received, these were already being investigated by Karen Townsend (KT), which is why the review has been undertaken in a different way to usual. KT’s findings have now been circulated to the Committee. KT’s view is that there were no further concerns in relation to the two individuals this lady was complaining about. There is one query about note taking, which has been addressed by additional training, but no patient safety concerns. The Committee have not appointed a designated person; if we decide to do so, SH has suggested Ian Harvey. JW has taken legal advice from Weightmans Solicitors, who have said we can acknowledge it is a complex situation and the way in which issues were raised do not fit with the way the policy is written, but because the policy states that a designated officer will be appointed, we should do that to comply with our own policy.	

	<p>therefore being prepared by SGR for SH to consider.</p> <p>SC noted that I&S has been very worried by this, so he suggested SGR and SH meet with him to take him through what has happened. We cannot underestimate the worries this causes.</p>	
6.	<p>NNU</p> <p>AK said that we need to consider whether the concerns raised by paediatricians in NNU need to be formally logged.</p> <p>After discussion, it was agreed that unless we receive any further comments, we should monitor the situation through normal routes; it is discussed at QSPEC, and if anything arises it can be brought back here.</p>	
7.	<p>Feedback from workshop</p> <p>AH reported that 10 people attended, including Russell Parkinson from the National Guardian Office and a representative from a charity dealing with this more widely.</p> <p>This was a very interesting event, with a good cross section of attendees. Most of the trusts represented have gone live, or about to go live, with their guardian, but there was a lot of variation around number of hours designated to the role and the background of the guardian.</p> <p>However, the other trusts did not appear to have progressed any further than us; whilst we have not appointed a guardian, the Committee has been in operation for 2 years.</p> <p>A review of policies was helpful, with a very strong thread to say the guardianship role sits alongside existing policies and processes. There was a lot of discussion about the difference between raising a grievance and speaking up, looking to somehow get the message out that the SOS process is not there to deal with grievances.</p> <p>The AGM is on 8 March, at which they expect all trusts to be represented. SC confirmed that he is now able to attend.</p>	
8.	<p>Promotion of the Policy</p> <p>AK said she has just had a session with the CHAPS course – approximately half of the attendees were aware of the policy.</p> <p>It was agreed that more comms is needed. We are due to report to Board in April; if we do a launch then we may have a better understanding. ACTION: All to consider, for further discussion at the next meeting.</p>	All
9.	<p>Documents</p> <p>It was agreed to try to have attendees at each National Freedom to Speak Up events.</p>	