

SPEAK OUT SAFELY MEETING

**Minutes of the meeting held on Monday 24th April 2017
 at 11.30am in the Executive Office**

Member		Attendance	Apologies
Mrs Sue Hodgkinson (SH)	Director of People & OD (Chair)	☑	
Mrs Alison Kelly (AK)	Director of Nursing & Quality	☑	
Mr Andrew Higgins (AH)	Non-Executive Director	☑	
Ms Hayley Cooper (HC)	Staff side Chair	☑	
Mrs Stephen Cross (SC)	Director of Corporate & Legal Services	☑	

In attendance: Maxine Wright (MW), Head of Policies, HR (for agenda item 4)
 Gill Galt (GG), Head of Comms & Engagement (for agenda item 7)
 Mary Crocombe, PA (Note taker)

1.	Welcome and apologies for absence SH welcomed GG and MW to the meeting. There were no apologies.	Action
2.	Review of the minutes Members reviewed the minutes of the previous meeting held on 20 th February, which had been circulated that morning. SH's title to be amended to Director of People & OD and AK to be noted as Chair. HC asked how it could be logged as nothing had been received in writing, and it had also been logged elsewhere – internal/external reviews. Ian Harvey had also had a conversation with one of the Consultants, who requested it be logged under SoS. Agreed to articulate on the spreadsheet that it was a conversation and nothing was received in writing, and also the actions undertaken as a result of concerns raised. The NNU Action Plan will continue to be monitored through the Quality, Safety & Patient Experience Committee.	MC SH/AK
3.	Review of action log Members agreed to review at the next SoS meeting following updates from February's and today's meetings.	
4.	Speak out Safely Policy update MW gave an update. Need to agree, in light of the National 'Freedom to Speak Up' (F2SU), does the Trust's policy and comms stay as 'Speak out Safely'. Other Trusts also have 'Named Guardians', so need to consider this as well, as currently have 'Designated Officers' in the Policy. Members agreed it was key to get the right model for the Trust. MW confirmed she had looked at what other organisations/Trusts had, what the Trust currently had in place, and what was	