

**Local FTSU Gap Analysis Tool**  
**Updated Self Assessment for the 13 Amber Indicators - November 2021**

Ref	Question	Initial Assessment May 2021	Current Assessment Nov 2021	Comments
1	Does your organisation take steps to ensure all existing and new workers are aware of the contents of its freedom to speak up policy?			Included in CEOs welcome session in Corporate induction for new workers. FTSU Guardian, Leads and Champions proactively promote FTSU. Posters highly visible. Development of refreshed FTSU web page is the outstanding action.
2	Does your organisation take appropriate steps to ensure that minority and vulnerable workers, including black and minority ethnic workers are free to speak up?			Ongoing working with relevant Staff Networks. Diversity and Inclusion factored into Champion training campaign.
3	Has your organisation taken appropriate steps to ensure that all aspects of its work are consistent with the Francis Freedom to Speak Up principles, including where it undertakes a Fit and Proper Person review?			Fit and proper Person review undertaken. Working with NGO on development of a Succession Planning guidance document for NHS Trusts
4	Does your organisation take all appropriate steps to address the concerns raised by black and minority ethnic workers in the trust 2016 survey?			Collaborative working with BME Network. Detailed equality analysis to be produced as part of 2021/22 Annual Report.
5	Does your organisation ensure that workers who take periods of sickness leave, including in relation to their speaking up, are provided with support upon returning from that leave?			Support specified in Attendance Management template letters
6	Has your organisation developed a Communications Strategy in relation to Speaking Up?			Please see 1 above. Additionally, communications to widely share lessons learnt and improvements from FTSU are to be developed.
7	Has your organisation ensured that workers, in particular those responsible for responding to speaking up matters, have the appropriate skills to handle difficult conversations?			Training is provided for FTSU Leads. FTSU Guardian provides bespoke support to other managers asked to investigate concerns.
8	Has your organisation taken reasonable steps to ensure that its network of cultural ambassadors reflects the diversity of the workforce that it supports?			FTSU Guardian works closely with Staff network to encourage diversity with the FTSU Champions.
9	Has your organisation developed a plan for embedding speaking up in the organisation including the use of staff inductions, team meetings, leadership training and other mechanisms to ensure that all staff have the necessary skills and knowledge to speak up well and respond to issues being raised appropriately?			Please see 1, 6 and 7 above. In addition, mandatory training will be reviewed as part of the Policy Review.
10	Does the FTSUG meet regularly with the HR Business Partners (or equivalent) in your organisation?			On a case by case basis and regular scheduled meetings currently being agreed.
11	Are the 3 e-learning packages created by HEE being used in your organisation?			The 2 available e-learning packages are available to all staff. As above mandatory requirements will be reviewed as part of the policy review.
12	Does your organisation's Exit process (Questionnaire/Interview) include reference to the FTSU support available?			FTSU Guardian liaising with responsible SHRBP to review options
13	Does your organisation ensure that where the grievance process is used to respond to a worker speaking up the Trust's grievance policies and procedures are correctly followed, including in respect of providing an initial scoping meeting to discuss the matter the worker is speaking up about and the range of alternative processes for handling it?			FTSUG supporting current review of Grievance process