

## Freedom to Speak Steering Group Terms of Reference

<b>Name</b>	Freedom to Speak Up Steering Group
<b>Purpose</b>	<p>The purpose of this group is to ensure that there is a cohesive and open culture of Speaking Up across the Trust and ensuring that a strategic cultural shift of listening and acting up are embedded in the Trust.</p> <p>The group will oversee and deliver an annual self-assessment against the National Guardian's Office (NGO) tool kit, make recommendations to the Executive Directors Team for improvements and ensure the improvements are made with clear delivery dates.</p> <p>The group will focus on the Trusts core strategic aims and ensure that its work aligns with The Leeds Way through the delivery and oversight of the key elements of the FTSU strategy:</p> <ul style="list-style-type: none"> <li>• To ensure that the group supports LTHT to develop an open and just culture where staff feel they can speak up in confidence and without fear of detriment.</li> <li>• To monitor performance against the strategy and identify any necessary improvements that need to be made.</li> <li>• To ensure that the FTSU agenda is an integral part of business as usual within all divisions and departments across the Trust.</li> <li>• To advise on activity in relation to Communication and Engagement, Organisational Learning, Governance, Quality Improvement and Patient Safety and Quality.</li> <li>• To provide insight as required for the consideration and triangulation of data presented to the group, identifying trends and areas of concern.</li> <li>• To provide a forum for open discussion around matters relating to the delivery of the FTSU Strategy, its partners and associated work streams.</li> <li>• To provide a forum for open discussion arising from any changes to national guidance and learning from case reviews, providing recommendations for action to the Board, through the Workforce Committee.</li> <li>• To receive and consider information presented to the group by the FTSU Guardian and the FTSU Champion Network, responding and or escalating as required.</li> </ul>

	<ul style="list-style-type: none"> <li>To work to a standing agenda (revised annually) to ensure all items of the above are addressed.</li> </ul>
<b>Responsible to</b>	Trust Executive
<b>Delegated authority</b>	<p>The Group has the following delegated authority:</p> <ul style="list-style-type: none"> <li>To deliver on all areas of the FTSU agenda making decision in line with the agreed strategy and associated policies.</li> <li>To measure and monitor the performance and activity of individual areas relating to the FTSU agenda, making recommendations for improvement as required.</li> </ul>
<b>Duties and work programme</b>	<p>The Group has a responsibility to support an annual review of activity and performance against the FTSU strategy and its compliance with organisational and national requirements.</p> <p>In order to do this, it should:</p> <ul style="list-style-type: none"> <li>Carry out any duties associated with the purpose of the group (listed in section 1)</li> <li>Ensure that the learning and requirements from external reviews are captured in the FTSU toolkit thus using the toolkit as a single place to guide efforts, assess FTSU maturity and provide assurance.</li> <li>Support the preparation and submission of reports for the Board of Directors on performance against the FTSU Strategy and its compliance with national requirements included in the NGO tool kit, identifying plans for improvement and evidence of improvements.</li> </ul>
<b>Chair</b>	Executive Lead for FTSU (Director of HR & OD)
<b>Vice Chair</b>	Director of Nursing
<b>Membership</b>	<p>FTSU Guardian</p> <p>Quality Improvement (Craig Brigg)</p> <p>Risk and Governance (John Adams)</p> <p>HR Organisational Development and Culture (Michelle Litten &amp; Ash O'Hara)</p> <p>HR Workforce Intelligence (Al Hall)</p> <p>Communications Lead (Paul Widdowfield)</p> <p>CSU Operational Leadership Representative (Jo Haigh)</p>
<b>In attendance</b>	As requested/appropriate
<b>Secretary</b>	Business Support Advisor Organisational Development and Culture (Fiona Robinson)

<b>Quorum</b>	<p>Core Membership of:</p> <p>Chair or Vice Chair</p> <p>FTSUG</p> <p>Quality Improvement</p> <p>Organisational Development &amp; Culture</p>
<b>Attendance requirements</b>	Group members must attend at least 50% of meetings, allocating a deputy when they cannot attend.
<b>Frequency of meetings</b>	<p>Bi-Monthly from May 2024</p> <p>Monthly Pre May 2024</p>
<b>Papers</b>	Papers will be distributed one week in advance of the meeting.
<b>Permanency</b>	The group is a permanent group with the Terms of Reference (ToR) being reviewed initially every 12 months.
<b>Circulation of minutes</b>	<p>FTSU Steering Group Members</p> <p>FTSU NED Lead – via Executives</p>
<b>Date approved by the committee:</b>	21 <sup>st</sup> Feb 2024
<b>Date approved by [responsible committee]:</b>	
<b>Governance reporting:</b>	<p>To the Workforce Committee and escalated to the Board of Directors as required.</p> <p>The FTSU Guardian will report to Trust Board 6 monthly in line with the reporting requirements of NHS England/National Guardians Office and the FTSU Strategy. This report will go via Workforce Committee.</p> <p>The above will be augmented with an annual assurance report, using the NGO toolkit, from the Executive Team (Chief Executive) to the Workforce Committee and onto Trust Board. This report will be presented in May 2024.</p>
<b>Review date:</b>	Feb 2025