## FTSU Actions : 'Through the Audit Committee Lens'

FTSU Priorites 24/25 to be included following Board sign off.



| Ref | Action Detail   | RAG | Action Owner | Start Date | Due Date | Completion Date | Update                             | Accountable Person | Exec Lead (If required) |
|-----|---|-----|--------------|------------|----------|-----------------|------------------------------------|--------------------|-------------------------|
|     |   |     |              |            |          |                 |                                    |                    |                         |
|     |   |     |              |            |          |                 | The national policy does support   |                    |                         |
|     |   |     |              |            |          |                 | our strategy and both are          |                    |                         |
|     |   |     |              |            |          |                 | consistent with guidance from      |                    |                         |
|     |   |     |              |            |          |                 | the NGO/NHSE. There is no          |                    |                         |
|     |   |     |              |            |          |                 | explicit process in place at this  |                    |                         |
|     |   |     |              |            |          |                 | time to review the alignment but   |                    |                         |
|     | Does the comprehensive Policy for Freedom to Speak Up in place support          |     |              |            |          |                 | focused priorities from the        |                    |                         |
|     | the Trust's Freedom to Speak Up Strategy? Are the Policy and Strategy           |     |              |            |          |                 | strategy are signed off each year  |                    |                         |
|     | consistent with the guidance from the National Guardians Office? Is there a     |     |              |            |          |                 | at BoD. BoD are due to review at   |                    |                         |
| 1   | process to review the alignment regularly?                                      |     | НТ           |            |          | 08/06/2023      | their February 2024 meeting.       | NA                 | Anna Milanec (AM)       |
|     |   |     |              |            |          |                 |                                    |                    |                         |
|     |   |     |              |            |          |                 | 2 x WTE Guardians. 35 x            |                    |                         |
|     |   |     |              |            |          |                 | ambassadors. Both Guardians        |                    |                         |
|     | Is there sufficient resilience for supporting FTSU Guardians and                |     |              |            |          |                 | have completed annual refresher    |                    |                         |
|     | Ambassadors roles? Has the FTSU Guardian been trained to the standards          |     |              |            |          |                 | training and registered on         |                    |                         |
|     | specified by the National Guardians Office and is registered on the National    |     |              |            |          |                 | national Guardian database.        |                    |                         |
|     | Guardian Office Database? Has the Trust nominated both an Executive and         |     |              |            |          |                 | Executive Lead/NED Lead            |                    |                         |
|     | Non-Executive Director as leads for FTSU? Have both received training from      |     |              |            |          |                 | confirmation of their training     |                    |                         |
| 2   | the Guardian?   |     | AM/HT/TB     |            |          | on-going        | needs required.                    | NA                 | AM                      |
|     |   |     |              |            |          |                 |                                    |                    |                         |
|     |   |     |              |            |          |                 | FTSU is part of Corporate;         |                    |                         |
|     |   |     |              |            |          |                 | student nurse, midwife, junior     |                    |                         |
|     |   |     |              |            |          |                 | doctor Induction. FTSU annual      |                    |                         |
|     |   |     |              |            |          |                 | Comms plan including quarterly     |                    |                         |
|     | Are there procedures in place to ensure that all staff are aware of their right |     |              |            |          |                 | attendance at Cascade; regular     |                    |                         |
|     | to access the office of the FTSU Guardian freely without any potential          |     |              |            |          |                 | parts of Chief Executive message.  |                    |                         |
|     | victimisation? Does all staff and senior leaders' induction training include a  |     |              |            |          |                 | FTSU online training mandated      |                    |                         |
|     | section regarding the FTSU agenda? Is compliance with the training reported     |     |              |            |          |                 | and monitored. Reported on to      |                    |                         |
| Э   | with other mandatory training returns?  |     | нт           |            |          | on-going        | BoD/ARAC.                          | NA                 | Am                      |
|     | Does the Trust have a forward-looking calendar for completing the NHSE self-    |     |              |            |          |                 |                                    |                    |                         |
|     | assessment tool for FTSU? Does this include the FTSU Board development          |     |              |            |          |                 |                                    |                    |                         |
| 4   | workshop?   |     | НТ           |            |          | Dec-24          | Next seminar 28.11.24              | NA                 | AM                      |
|     | Has the Trust identified which governance arrangements the FTSU Guardian        |     |              |            |          |                 |                                    |                    |                         |
|     | should sit on and report to? Does the Trust Board also receive, as a            |     |              |            |          |                 |                                    |                    |                         |
| _   | minimum, an annual report from the Guardian on the FTSU activity from the       |     |              |            |          |                 | Reports twice yearly to ARAC and   |                    |                         |
| 5   | previous year?  |     | AM           | -          |          | Apr-21          | twice yearly to BoD.               | NA                 | AM                      |
|     |   |     |              |            |          |                 | Whilst there is no specific budget |                    |                         |
|     |   |     |              |            |          |                 | Whilst there is no specific budget |                    |                         |
|     |   |     |              |            |          |                 | for FTSU. There has been money     |                    |                         |
|     |   |     |              |            |          |                 | available through Comms/CEO        |                    |                         |
|     |   |     |              |            |          |                 | budget and Charitable Funds for    |                    |                         |
|     |   |     |              |            |          |                 | various campaigns and collateral   |                    |                         |
|     |   |     |              |            |          |                 | when needed. FTSU lead has         |                    |                         |
|     |   |     |              |            |          |                 | asked for clarification from MIAA  |                    |                         |
|     | Has the organisation allocated resources / budgets to produce information       |     |              |            |          |                 | on 'user's guide on how and to     |                    |                         |
|     | in support of "Speak Up" campaigns such as: posters, animated videos and        |     |              |            |          |                 | whom organisations can             |                    |                         |
| 6   | user's guide on how and to whom organisations can distribute materials to?      |     | HT/AM        |            |          | on-going        | distribute materials to?'          | NA                 | AM                      |

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| Rei | Action Detail   | RAG | Action Owner | Start Date | Due Date | Completion Date |                                   | Accountable Person | Exec Lead (If required) |
|     |   |     |              |            |          |                 | All concerns are recorded as per  |                    |                         |
|     |   |     |              |            |          |                 | NGO guidance and are held on a    |                    |                         |
|     |   |     |              |            |          |                 | password protected spreadsheet,   |                    |                         |
|     |   |     |              |            |          |                 | access available only to          |                    |                         |
|     |   |     |              |            |          |                 | Guardians.                        |                    |                         |
|     |   |     |              |            |          |                 | Detailed outcomes are recorded    |                    |                         |
|     | Is the recording of concerns raised undertaken in accordance with Trust   |     |              |            |          |                 | for some concerns but this can    |                    |                         |
|     | Policy and National Guardian Office guidance? Are detailed outcomes       |     |              |            |          |                 | difficult as not all concerns can |                    |                         |
|     | recorded as part of the investigation and held securely with restricted   |     |              |            |          |                 | be resolved; not all warrant an   |                    |                         |
| 7   | access?   |     | НТ           |            |          | on-going        | investigation.                    | NA                 | AM                      |
|     |   |     |              |            |          |                 | Yes, we routinely provide         |                    |                         |
|     | Is feedback provided to the individual raising the concern where possible |     |              |            |          |                 | feedback and at the close of a    |                    |                         |
| 8   | (not always possible if the concern is anonymous)?                        |     | НТ           |            |          | on-going        | concern also ask for feedback.    | NA                 | AM                      |
|     |   |     |              |            |          |                 |                                   |                    |                         |
|     |   |     |              |            |          |                 | Rated amber, as we do report      |                    |                         |
|     | Is the effectiveness of these administrative mechanisms for FTSU assessed |     |              |            |          |                 | but there is more to do in terms  |                    |                         |
|     | and reported to the audit committee, quality committee, workforce         |     |              |            |          |                 | of reporting and assessing their  |                    |                         |
|     | committee, or other appropriate committee for assurance purposes before   |     |              |            |          |                 | effectiveness. Attendance at      |                    |                         |
| 9   | escalation to the Board?  |     | нт           |            |          | on-going        | ARAC should focus this issue.     | NA                 | AM                      |
|     |   |     |              |            |          |                 |                                   |                    |                         |
|     |   |     |              |            |          |                 | Rated amber as again there are    |                    |                         |
|     |   |     |              |            |          |                 | lessons learned and actions taken |                    |                         |
|     |   |     |              |            |          |                 | but it can be indiscriminate. Due |                    |                         |
|     |   |     |              |            |          |                 | to the high levels of concerns    |                    |                         |
|     |   |     |              |            |          |                 | historically raised, it hasn't    |                    |                         |
|     |   |     |              |            |          |                 | always been possible to monitor   |                    |                         |
|     |   |     |              |            |          |                 | implementations. Plus all         |                    |                         |
|     |   |     |              |            |          |                 | concerns that do come through     |                    |                         |
|     |   |     |              |            |          |                 | to FTSU don't necessarily have    |                    |                         |
|     | Are lessons learned and relevant actions taken from concerns shared and   |     |              |            |          |                 | learning attached for the         |                    |                         |
| 10  | implementation monitored?   |     | нт           |            |          | on-going        | organisation                      |                    | AM                      |
| ю   |   |     |              |            |          | on-going        | organisation                      |                    | AW                      |
|     |   |     |              |            |          |                 |                                   |                    |                         |
|     |   |     |              |            |          |                 |                                   |                    |                         |
|     |   |     |              | 1          |          |                 |                                   |                    |                         |
|     |   |     |              | 1          |          |                 | 1                                 |                    | +                       |
|     |   |     |              |            |          |                 | 1                                 |                    |                         |
|     |   |     |              |            |          |                 |                                   |                    |                         |
|     |   |     |              |            |          |                 |                                   |                    |                         |
|     |   |     |              |            |          |                 |                                   |                    |                         |
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|     |   |     |              |            |          |                 |                                   |                    |                         |