

# **Raising Concerns Steering Group (RCSG)**

## **East Suffolk and North Essex Foundation Trust (ESNEFT)**

### **Terms of Reference**

#### **1. Purpose and Accountability**

- 1.1 The Raising Concerns Steering Group has been established to offer direction to the Freedom to Speak Up Guardian, to ensure that the profile of 'Raising Concerns' is maintained in accordance with National Guidance and to ensure that ESNEFT remains compliant with National Policy in every respect.
- 1.2 It is not a formal sub-committee of the Board but informs the Executive Management Committee through the People and Organisational Development Committee (POD). It ensures that matters that require Board oversight have been fully evaluated and reviewed.

#### **2. Specific Duties and Responsibilities**

The RCSG will:

- oversee the progress of Raising Concerns issues identified through the National Freedom to Speak up Guardian
- consider further opportunities and inform the timeframe for progressing those opportunities
- identify areas of weakness
- review policy to ensure that it fits within National Guidelines
- examine training opportunities for all staff
- ensure that there is full and frank discussion of all matters relating to these matters at Board level.

#### **3. Level of Authority**

- 3.1 The meeting does not have any delegated executive responsibility, but serves to ensure that the Trusts' plans are aligned with national policy.

#### **4. Membership and Quorum**

- 4.1 The membership will comprise the Director of HR, the Deputy Director of HR, the Senior Independent Director, the Communication Director or Deputy, the Company Secretary or Deputy, a staff governor from both Ipswich and Colchester and the Freedom to Speak up Guardian. The Executive Assistant to the Deputy Director of HR will act as the secretary for the meeting.
- 4.2 The number of members required for a quorum shall be five.
- 4.3 Members are not expected to send a deputy to represent them if they are unable to attend the meeting.

## **5. Frequency of Meetings**

5.1 Meetings will be held quarterly with the location alternating between Colchester and Ipswich.

## **6. Arrangements for meetings and circulation of action tracker**

6.1 The agenda will be prepared by the FTSU and circulated by email in advance of the meeting. A copy of fixed items for the agenda is attached to these TORs

6.2 There will be no formal minutes, but action notes will be taken by the EA to the Director of HR to keep a record of the business and those issues that are to be carried forward.

## **7. Reporting arrangements**

7.1 Action notes will be distributed to members once completed following the meeting.

7.2 The steering group will not report formally to the Trust Board but will provide a highlight report to the People and Organisational Development Committee (POD)

7.3 The steering group will prepare an annual report of its activities to the Board of Directors of both Trusts no later than four months following the financial year-end.

## **Agenda**

- 1. Apologies and Welcome**
- 2. Notes and Action Points**
- 3. National Update**
- 4. Governance and Policies**
- 5. Communications**
- 6. Way Forward**
- 7. AOB**