FREEDOM OF INFORMATION REQUEST

1. **Have you got a specific strategy, policy or action plan in place to address the issue of bulling and harassment at your trust which was highlighted through the staff survey results over the past few years?** *Yes*
If no, does the Trust have plans to put one in place this financial year? *n/a*

2. **Did you take any specific actions at your Trust in the last 3 years to identify the main causes of harassment or bullying at work?** *Yes*
If yes, what actions were taken, what were the causes and what actions were taken to remove these causes? *A survey is being sent out to all employees with November 18 payslips to gather data*

3. **Do you encourage any <u>preventive</u> measures at your Trust to reduce occurrences of workplace bullying and harassment?** *Yes*
If yes, please outline what preventative measures are taken. *The Trust has a dignity at work policy which supports both employees and managers on what to do if they feel they are being subject to bullying and harassment. In addition Management and Staff Side work closely together to resolve any matters. We have Values and Behaviours trainings and as a result of the staff opinion survey results additional training is being rolled out across the Trust.*

4. **Do you have any specific procedures in place for reporting an incident when the alleged harasser or bully is a senior leader, supervisor or someone acting on behalf of the employer?** *No, although we do have a raising concerns/whistle blowing email account where individuals can raise matters relating to senior staff should they need to*
If yes, please outline what reporting procedures they are. *N/A*

5. **Do you have a freedom to speak up guardian?**
    Yes

    If yes, who are they, please provide their title and contact details.
    The Freedom to Speak Up Guardians are the staff governors; their names can be found at https://www.jpaget.nhs.uk/about-us/council-of-governors/who-we-are/

    We do not give out direct contact details for junior staff members under s.40(2) of the Freedom of Information Act but the Staff Governors can be contacted by calling the main switchboard number 01493 452452

    Also, is there an executive lead outside of the HR team?
    Yes

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6. **Does your Trust examine the leadership styles most often used in your workplace, and how that can affect the prevalence of bullying and harassment?**
    Yes

    If yes, when did you examine it last time and what type of leaders did you find to have?
    Through its Talent mapping process and 360 degree feedback

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7. **Please quantify how many staff have been funded by your trust in the past 3 years to attend any Leadership and/or Management course to strengthen the leadership at the trust?**
    Not available

    If any, please indicate the length of the course, for example: a few days course, Mary Seacole 6-month leadership development programme, under/post graduate studies.

    Please provide the spend associated with this if possible.

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8. **Do you also know how many management/ leadership courses were funded as a result of supportive, remedial measures following an investigation into bulling and/or harassment?**

    Not available

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9. **Do you proactively assess managers' and workers' competencies and skills to combat workplace bullying and harassment?**
    No

    If so, what type of assessment do you undertake, how often and what staff groups does this cover?
    N/A

10. **Are you actively promoting awareness and recognition of bullying in your workplace?**
Yes
If yes, what initiatives have you put in place in the last 3 years? (interested not so much in targeting and focusing upon bullies but about creating a culture that makes the actions of bullying and harassment very unwelcome).
See above (No 2)

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11. **Do you have any operational frameworks in place that support the culture, values and behaviours of the Trust and what will not be accepted?**
Yes

The Trust has agreed Values and Behaviours that all staff are contractually obliged to observe

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12. **What specific actions have been taken in the last 3 years to build a culture of respect in your trust?**

Trust Values and Behaviours are standing item for consideration at all Trust formal meetings. There is a campaign of behaviour champions who are highlighted periodically at Leadership briefings

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13. **Have you made available any tools for staff to use to report bullying (anonymously or not). This does <u>not</u> include reporting it through the normal channels e.g. through a line manager.**
Yes
The raising concerns email address which is review daily by the Associate Director of Workforce

If yes, please outline what tools they are.

We have a Freedom to Speak up policy

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14. **What policies do you have in place related to managing bullying and harassment? Please provide copies.**

Also have those policies been updated in the last 3 years with any <u>substantial changes</u> to strengthen it in view of the recent survey results?
Yes
Dignity at work policy reviewed – October 17
Raising concerns policy reviewed in June 17

15. Do your Trust use selection tools, such as written tests, performance tests and/or psychological tests to identify the right individuals for the job at your trust? This does <u>not</u> include the standard face to face interviews.
Yes

If yes, please outline what tools you have in place and how they are applied.

Numeracy and literacy
Psychometric test for senior managers

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16. Does your recruitment process and appraisal processes link to the behavioural framework for managers and how is this monitored?
Yes

All interviewee are required to ask a set of questions which related to the Trust Values and Behaviours for all posts regardless of seniority

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17. Is your Occupational Health team involved in the <u>proactive</u> prevention of bullying and harassment in the workplace seeing this as part of promoting and maintaining the health and wellbeing of staff?
No

If yes, in what way are they involved in preventing bulling ad harassment in a proactive manner?
N/A

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18. Do you review and check the effectiveness of preventive measures taken? (If any).
Yes
Via, staff surveys and Workforce Professional Team interventions with managers

19. Do you have a system through which employees can provide regular feedback to make it relevant and effective?
Yes

If yes, what system do you use?

Staff opinion survey

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20. Is your mandatory training on Equality and Diversity face to face led or e-learning? Please advise.

Both

If face to face, what content is included specifically in respect of bulling and harassment? (Headings only)

What is Bullying and harassment in the workplace
Tackling Discrimination, Bullying and Harassment

> **If e-learning, have you assessed your training package and content specifically to bulling and harassment in light of recent staff survey results and did you find it effective/ fit for purpose?**
> *Yes*
>
> *E learning content has been referenced to the national NHS Elearning standards*

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21. **Does your Trust Clinical and Corporate Induction programme include Equality and Diversity?**
Yes

If yes, what information specific to bulling and harassment is given to new staff? (Headings only)
Not specific

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22. **Do you have any Non-Executive Directors who act in the capacity of 'Bullying and Harassment Advisors', or any similar roles that offer an independent support to staff feeling bullied/harassed?**
No

If yes, please explain the roles of those individuals.
N/A

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23. **Do you Trust undertake a regular risk assessment in relation to work-related stress?**
No **-** *Only when staff return back to work following work related stress absence*

If yes, which department is responsible for completing it and how are the findings acted on?
When was the last time this was undertaken?
N/A

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24. **What was your training compliance with regards to the Equality and Diversity training in 17-18 (by staff group) please?**

Not able to do 17 – 18 but up to date figures @ November 18 are:

S&P – 82£
Additional clinical services 80%
Admin and Clerical 92%
AHPs 86%
Estates 84%
Healthcare Scientists 94%
Medical and Dental 85&
Nursing and Midwifery 87%

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25. **What percentage of staff completed an exit interview in 2017-18?**

Do you know how many staff left your trust in 2017-18 due to bullying and harassment being the main reason?

No information available

26. **Sharing Lessons Learnt:**

Do you believe your acute Trust has taken any unique steps to combat bulling and harassment that have proved successful and that you would be happy to share with other acute NHS trusts?
Yes/No [delete as appropriate]

If yes, please outline what they are.

I would hope when we have the results of our current survey we will be able to share some further information – too early at this stage.