

REF	ACTION/RECOMMENDATION	UPDATE	LEAD	TARGET DATE
1	Ensure the board are aware of these changes and the requirements on the organisation	Paper presented to the Board on 18 June 2020. Liz Mallinson, Whistleblowing Champion NHS 24.	Linda Davidson / Maria Docherty	Complete
2	Establish who will have responsibility for overseeing the procedure.	Executive Director of Nursing & Care appointed as NHS 24 Confidential Contact.	Linda Davidson/ Maria Docherty / Kevin McMahon	Complete
3	Recruit confidential contacts and any other ambassadors, as appropriate	Confidential contacts within the organisation. Lists requires to be updated. Although this group of staff have not been that well supported.	Linda Davidson / Davie Morrison / Kevin McMahon	In Progress
4	Establish protocols for initiating investigations, including who would investigate concerns and how		Davie Morrison / Margaret Cairns	In Progress
5	Engage with staff side representatives so that any internal protocols are in line with their expectations	Update from Kenny: Aware is being discussed but no formal engagement. Further discussion on future APF agenda.	Kenneth Woods	In Progress
6	Engage communications departments in developing information and awareness raising materials	Communication Plan	Lisa Morton	In Progress
7	Engage with IT providers to develop systems for recording and reporting of concerns	Respond - thinking and work, discussion with Mark and Gary around what have.	Mark Kelly / Kevin McMahon	In Progress
8	Engage with learning and development teams to plan for awareness raising and management training	Update from Margaret: Met with Val Hughes and initially discussed the requirement for the following: * Training for Confidential Contacts / Investigators * E-Learning module for staff * E-Learning module for managers (just giving them more guidance on what they should do, if a staff member approaches them) In terms of the Confidential Contacts/ Investigators, Val was going to see what material already exists and if there is any National training which the other HBs are using.  Arranging to meet again with Val and also Gayle/Stuart to progress the e-learning modules & will follow this up.	Margaret Cairns / Lisa Morton with Gail Baxter / Val Hughes	In Progress
9	Engage with primary care and other contract managers to ensure they are aware of the requirements, develop effective reporting arrangements and include these requirements into contractual agreements	Jim Martin contacted the Head of Procurement at Scottish Ambulance Service (NHS 24's recently appointed procurement advisors) asking if SAS were aware of the National Whistleblowing Standards requirements. SAS subsequently contacted NHS <u>National</u> Procurement for guidance as to whether this issue should be considered at a local or national level. NHS National Procurement responded by stating that, although the Whistleblowing Standards were initially considered in January 2020, no progress has been made due to COVID-19 issues. Paul Hornby, Head of Strategic Sourcing & Commercial at National Procurement recognised that the Whistleblowing Standards will affect <u>all</u> Boards. Gordon Beattie, Director of National Procurement has been contacted by Boards to consider a "Once for Scotland" procurement approach on behalf of NHS Scotland. The intention would be to shortly establish a SLWG at National Procurement with a view to offering guidance. Updates to be provided as progressed nationally.  SAS has contacted National Procurement twice since the last meeting requesting updated wording for the work plan . National Procurement has not responded to date which suggests no progress  <b>February 2021- contacted Stevie McLaughlin, National Procurement's Head of Governance (Covid-19) for an update.</b> <b>Stevie responded by stating :</b>  <b>"I've taken an action to work with CLO to develop guidance and updated contract terms and conditions for NHSS Procurement. CLO are working on this and we should have something reasonably soon. This will be fed back through the Procurement SMT who can then provide an update for you."</b>	Jim Martin	Ongoing
10	Establish internal protocols for specific types of concerns, such as concerns about board and executive team members or fraud investigations	Review what is already there and compare with Standards to ensure covers Chairs, Chief Executive and Non-Executives.  Agreed Davie and Kevin will review in first instance. Jim Martin to send Fraud documents.	Linda Davidson / Maria Docherty  Kevin McMahon/ Davie Morrison	