FREEDOM OF INFORMATION REQUEST – 014359
4/10/18

Dear FOI team and HR leads,

I am writing to request the following information under the Freedom of Information Act 2000.

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? **No.**
If no, does the Trust have plans to put one in place this financial year? **Not applicable, information will not be received until January 2019.**

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? **No.**
If yes, what actions were taken, what were the causes and what actions were taken to remove these causes?

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. **See Dignity at Work policy.**

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? **Yes.**
If yes, please outline what reporting procedures they are. **In line with Dignity at Work policy.**

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

Yes.

If yes, who are they, please provide their title and contact details.

Please see external website for names.

Also, is there an executive lead outside of the HR team?
Yes/No [delete as appropriate]

Speak Up Guardian is not linked to HR.

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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?

No.

If yes, when did you examine it last time and what type of leaders did you find to have?

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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?

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.

This information is not held centrally, so unable to report.

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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?

See point 7 above.

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9. Do you proactively assess managers' and workers' competencies and skills to combat workplace bullying and harassment?

Yes.

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

We do assess overall as part of the standard Appraisal process and Trust Values.

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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).

We have commenced a programme of Equality and Diversity in the workplace - we don't look at one particular element we look at all.
This includes > Staff Survey, Speak up Guardian, Make It Happen Events, Breakfast with the Boss and Team Brief with the Chief Executive.

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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

See Trust website, "Our Vision".

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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?

As above.

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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 .

If yes, please outline what tools they are.

Refer to Point 10 above.

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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, updated in line with Policy review timelines.

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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.

This is dependent on the type of post appointed too. Each face to face interview will also include questions linked back to the "Our Vision".

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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.

Via Appraisal and Recruitment processes.

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?

Yes.

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

Main focus on health and wellbeing of the individual, however they do report back to the HR if there are cases of bullying. They also encourage the individual to make contact with the HR team.

18. Do you review and check the effectiveness of preventive measures taken? (If any).

Yes. Monitor Staff Survey results and take action as required

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

This question doesn't make sense – Please clarify.

Yes/No [delete as appropriate]
If yes, what system do you use?

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

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

Face to Face and E-Learning. Heading as response to Q21.

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?

No.

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)

-**Promoting Equality and Diversity**
-**Equality, Diversity & Human Rights**
-**Equality and Human Rights in Practice**

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 [delete as appropriate]

If yes, please explain the roles of those individuals.

23. Do you Trust undertake a regular risk assessment in relation to work-related stress? **Yes** [delete as appropriate]
If yes, which department is responsible for completing it and how are the findings acted on? When was the last time this was undertaken?   **Health and Safety Department, Staff Health & Wellbeing and Trade Union Representatives.**

24. What was your training compliance with regards to the Equality and Diversity training in 17-18 (by staff group) please?
All new staff to the Trust have to complete this training, then staff do the training again every 3 years.

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?
Exit interviews are conducted locally – Data is not centrally held.

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? **No** [delete as appropriate]   If yes, please outline what they are.