

New Whistleblowing Standards Implementation: High Level Communication & Engagement Plan

The table below provides an overview of the various mechanisms, timings and target audiences in relation to communication and engagement.

Mechanism	2021												Comments
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Stage 1 – Pre-launch preparation													
Staff Communication													
Establish named communication leads for different staff groups (Members of WSIG)	◆												Named leads required to <ul style="list-style-type: none"> Advise on the diversity of methods required to reach all staff equitably Provide assurance communication is reaching staff effectively.
Establish what graphic communication assets are available and required to achieve		◆	◆										Opportunities: <ul style="list-style-type: none"> National materials are now available – contact DA One for Scotland Comms Plan – contact MM
Whistleblowing Standards pre-launch briefing – video and written brief agreed		◆	◆										Briefing setting the scene for the Standards and how it will affect all staff and service providers including: <ul style="list-style-type: none"> Promotion of the Standards Recruiting confidential contacts Reporting Whistleblowing concerns Publishing whistleblowing concerns in the public domain on IJB and NHSG websites.
Whistleblowing Standards pre-launch briefing shared across the system.			◆										Shared widely via: <ul style="list-style-type: none"> Covid-19 Brief and other regular communication methods and networks in place across the system, including for staff with limited IT access.
Preparation of staff information at Team level			◆										Confirm launch date and expectations of our staff: <ul style="list-style-type: none"> Digital briefing packs shared for team meetings and external service providers to use. All staff to do Turas training (1 hr) All managers to do Turas training (2hrs)
Reporting													
Whistleblowing Standards Implementation Group	◆	◆	◆	◆	◆								Didn't meet in Jan and Feb due to Covid-19, staff being deployed and Operation Snowdrop priorities.
Whistleblowing Standards Steering Group	◆	◆	◆	◆	◆								Continuing to meet and communicate regularly on issues needing addressed and support needed.
System Leadership Team	◆												Progress reported and awareness raised to SLT through an SBAR paper in Dec 2020.
Gold Command		◆											Concerns raised to Gold Command in Feb 2021 about the system's readiness for full implementation.
Grampian Area Partnership Forum		◆											Verbal update on the Standards and the requirements given to GAPF in Feb 2021.
NHS Board Meetings			◆	◆									Whistleblowing awareness raising discussion Mar 2021, and paper planned for April 2021.

Done = ◆

On Track = ◆

Not on Track = ◆

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Stage 2 – Go live													
Staff Communication (Internal)													
Launch survey/live period				◆									Publicity around launch of Standards. <ul style="list-style-type: none"> Video and written staff briefing Share link to survey to all staff groups, utilising methods established during pre-launch stage
Digital Updates				◆	◆	◆	◆						Share updates as agreed by the WSIG to go out across the system in newsletters, the intranet and other regular communication mechanisms in place.
Reporting													
System Leadership Team								◆					An update go to SLT after the first quarter's reports should have been received.
NHS Board Paper/Meetings											◆		An update go to the Board after 6 months to give an overview of the success and evaluation of implementing the Standards.
Stage 3 – Feeding back													
Staff Communication													
Feeding back staff and key stakeholder briefing								◆					Prepare communications to let key stakeholders know how well the Standards have been implemented and any areas in need for action.
Reporting													
System Leadership Team								◆					Frequency and when to be confirmed.
NHS Board Paper/Meetings											◆		Frequency and when to be confirmed.
Stage 4 – Evaluation													
Staff Communication													
Support to managers and teams with development and implementation of improvement plans.									◆	◆	◆	◆	How and when this will be done is to be confirmed.
Digital Updates									◆	◆	◆	◆	Use digital opportunities to share information across the system using the daily brief, the intranet, etc
Reporting													
System Leadership Team												◆	Frequency and when to be confirmed.
NHS Board Paper/Meetings												◆	Frequency and when to be confirmed.

Louise Ballantyne, NHS Grampian Head of Engagement, March 2021 – V3

Done = ◆

On Track = ◆

Not on Track = ◆