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| **Whistleblowing Oversight Group Terms of Reference** |
| 1. | Introduction |
| 1.1 | In early 2020 the [Public Services Reform (the Scottish Public Services Ombudsman) (Healthcare Whistleblowing) Order 2020](https://www.legislation.gov.uk/ssi/2020/5/contents/made) was published and introduced significant changes to the way in which the NHS in Scotland handles whistleblowing concerns. The order also gave Scottish Public Services Ombudsman the role of Independent National Whistleblowing Officer (INWO). |
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| 1.2 | On 17 January 2020, the Independent National Whistleblowing Officer (INWO) shared the draft [National Whistleblowing Standards](https://inwo.spso.org.uk/national-whistleblowing-standards)  with Boards across NHS Scotland, and in October 2020, the ‘go live’ date for the standards coming into effect across NHS Scotland was confirmed as 1 April 2021. |
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| 2. | Remit |
| 2.1 | To provide assurance to the Clinical Governance Committee, Staff Governance and Person Centred Committee and the Board that Whistleblowing Concerns are being discharged in relation to the National Whistleblowing Standards and Once for Scotland Policy.  |
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| 3. | Duties |
| 3.1 | The Whistleblowing Oversight Group shall be responsible for the oversight of all Whistleblowing arrangements within NHS Golden Jubilee.  |
| 3.2 | To ensure that guidance and processes are in place to deliver the requirements of the Standards. |
| 3.2 | To support, oversee and enable the quarterly reporting requirement to Board via the Clinical Governance Committee and for noting at Staff Governance and Person Centred Committee. |
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| 3.4 | To support, oversee and plan for the ‘Speak Up’ weeks each year to ensure these are meaningful, manageable and memorable.  |
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| 4. | Authority |
| 4.1 | The group has the authority to review membership of this group to ensure that the appropriate representation is in place to deliver what is required.  |
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| 5. | Committee Membership |
| 5.1 | Membership will comprise:* Non-Executive Whistleblowing Champion (Chair)
* Executive Lead for Whistleblowing
* Director of People and Culture
* Employee Director
* Head of Corporate Governance

In the event of planned absence, the Chair will nominate a deputy to attend and agree a chair for the meeting. Confidential Contacts will be invited to attend the meeting as attendees/guests. Other attendees may be asked to attend the meetings as required. |
| 6. | Quorum |
| 6.1 | Three members will constitute a quorum, this must include representation for Employee Director, HR and the Executive Lead. In the event of planned absence these members are to nominate a deputy to attend.   |
| 8. | **Frequency of Meetings** |
| 8.1 | Meetings will be quarterly in accordance with the timetable for Clinical Governance Committee meetings. |
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| 8.2 | The Chair may at any time convene additional meetings of the group.  |
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| 9. | Conduct of Business |
| 9.1 | The agenda will be agreed with the Chair and papers will be circulated in advance of the meeting. |
| 9.2 | The Corporate Governance function will arrange administration for the group. |
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| 10. | Reporting Arrangements |
| 10.1 | An action note will be kept to record proceedings of the group.  |
| 10.2 | Reporting is quarterly to the Clinical Governance Committee, Staff Governance Committee and the Board, with reports agreed by this group prior to submission. |
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| Version: | Date: | Summary of Changes: | Approved |
| V1.0 |  | WBOG approved version  |  |