Appendix B

The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust

Staff Forum … a proposal

Purpose

The Staff Forum is being developed to:

- Explore, identify and optimise opportunities for engaging with staff at all levels of the organisation
- Identify opportunities for staff to share and discuss their views, experience and suggestions
- Provide opportunities for 'action learning' and problem solving
- Triangulate with other available staff experience information
- Share positive experience of working at the Trust to encourage learning from good practice
- Communicate staff views to decision-makers at all levels and the wider Trust (e.g. Bulletin)
- Recognise actions taken in response to staff views and suggestions

Staff Forum Membership:

- Freedom to Speak-Up Guardian
- Communications representative
- Staff Champions nominated by colleagues from each level of the organisation (Pool could be Values Award winners and might include staff governors)

Relationships:

The staff forum will report to the Trust Executive Committee.

Triangulation:

INPUTS				OUTPUTS
• National Staff Survey • Staff FFT • Complaints • Datix reports • Staff-side issues (anon) • Whistleblowing cases (anon) • Reports from Staff Experience Group • Exit Interviews • Staff feedback	→	STAFF FORUM	→	• Report to TEC • Reports to teams • CKIs to Workforce Committee as appropriate • Staff Bulletin • CKIs to JSCC as appropriate

Mode

It is suggested that the Staff Forum operates in a relatively informal way, meeting every other month:

- in The Hub
- attending team meetings
- 'drop in' - tea and talk