



Speak up reporting form

Who is reporting	
Date of report	
Who has been sent the report	
Summary of concern	
<u>What happened to make you concerned?</u>	
<u>Who was involved?</u>	
<u>When did it happen (was it a single event, multiple events or is it ongoing)?</u>	
<u>What expectations do you have of what should happen next?</u>	
Next steps (for Investigating Officer to complete)	
Include details such as emails, meetings and interviews, documents reviewed and how we are protecting the initiator of the speak up report.	
Recommendations (Investigating Officer to complete)	
Outcome of speak up (Investigating Officer to complete)	
Has the initiating party been informed of the outcome? (If no, state reason why not)	
Contact information	
Duncan Short – Resources Director (Speak up contact)	Duncan.Short@vividhomes.co.uk Mobile: 07753 449295
Shena Winning – Independent Board Member	Shena.Winning@btinternet.com Mobile: 07770 875897
Neil Hewitson - KPMG Internal Auditor	Neil.Hewitson@kpmg.co.uk Mobile: 07810 404843
Employee Assistance Programme (EAP)	https://healthassuredeap.co.uk/home/