


## Action Plan

Service Name:	Freedom from Torture
Service Number:	00777
Service Provider:	Freedom from Torture
Address:	Room 27 The Adelphi Centre, 12 Commercial Road, Glasgow, G5 0PQ
Date Inspection Concluded:	04 June 2024

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
<p><b>Requirement 1:</b> The provider must publish an annual duty of candour report (see page 15).</p> <p>Timescale – immediate</p> <p><i>Regulation 5(2) The Healthcare Improvement Scotland (Inspections) Regulations 2011</i></p>	Review all requirements in line with Duty of Candour responsibilities and ensure service meets these.	Completed	Head of Clinical Service
	Produce a retrospective Duty of Candour report for 2023 utilising data / information from already established governance structures.	Completed	Head of Clinical Service / Head of CEO office
	Ensure future Duty of Candour reporting requirements are embedded in local and national governance processes.	Completed / Ongoing	National Director of Clinical Services / Head of CEO office
	Ensure website updated detailing organisational compliance with all Duty of Candour requirements and provide information on how to access our annual report.	In progress for completion by end of July 2024.	Head of Clinical Service / Website Content Creator

File Name: IHC Inspection Post Inspection - Action Plan template AP	Version: 1.1	Date: 8 March 2023
Produced by: IHC Team	Page:1 of 2	Review Date:
Circulation type (internal/external): Internal/External		

--	--	--	--

Name	Paula Shiels		
Designation	Head of Clinical Service (Scotland)		
Signature		Date	11/07/2024

- **Action Planned:** This must be a relevant to the requirement or recommendation. It must be measurable and focussed with a well-defined description of how the requirement/recommendation will be (or has been) met. Including the tasks and steps required.
- **Timescales:** for some requirements the timescale for completion is immediate. If you identify a requirement/recommendation timescale that you feel needs to be extended, include the reason why.
- Please do not name individuals or an easily identifiable person in this document. Use Job Titles.
- If you have any questions about your inspection, the requirements/recommendations or how to complete this action plan, please contact the lead inspector.

File Name: IHC Inspection Post Inspection - Action Plan template AP	Version: 1.1	Date: 8 March 2023
Produced by: IHC Team	Page:2 of 2	Review Date:
Circulation type (internal/external): Internal/External		