

Action Log for WTG Recruitment and Retention Workstream					
ACTION REFERENCE	NOTE REFERENCE	ACTION	OWNER	UPDATE	STATUS
17/014	RR0013	It was noted that it would be helpful for the group to be able to look at some Trust policies around bank working for staff at hospitals, and locum working, to see what the policies are and if anything could be improved on. JC to raise with NHS colleagues and see if any policies could be shared.	Amanda Dunkley and Rhia Heron	13/6/18 - It was advised that Amanda Dunkley is currently refreshing the policies and will be able to share them at a later date. CH gave description of how bank working is done in North West Ambulance Service. Concerns were raised that it is taking a long time to get the information and that the action needs to be closed at the next meeting.	
17/018	RR0017	In order to make the process clear that HR work to in relation to recruiting overseas workers, and giving contracts, AD will share a flow chart with KB to send around the working group.	Amanda Dunkley	13/6/18 - Rhia shared a document with the group which contained a flow diagram showing the permanent agency process that the acute Trust follows. Members of the group took the document away to read outside of the meeting, and will raise any questions at the next meeting. Advice was given on the assessments that NWAS do with candidates in Poland, It was noted that permanent jobs could be offered there and then as the process was done in person rather than over skype.	

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17/019	RR0017	AD to provide data showing the number of posts that are filled/vacant in the areas giving concern, for both West Cumberland Hospital and the Cumberland Infirmary. This will be updated for each working group meeting going forward.	Amanda Dunkley	<p>13/6/18 - A first draft of the document was shared at the WTG Steering group meeting on 30 May. However, different departments wanted to feedback into the document following this and it couldn't be released publicly due to this. A hard copy of an updated version of the document was shown to the group during the meeting, but as it hadn't been signed off it couldn't be taken away from the meeting. It was noted that it had been challenging getting information in a way that could be understood, and could be regularly updated, and that this had caused delays.</p> <p><b>FURTHER ACTION</b> - When the document is signed off it will be added onto the recruitment and retention group webpage and will be updated each month.</p>	
17/021	RR0018	JC to write a short overview of this group and share with RC. RC will send it on to building companies and housing development organisations in the area, to try to get help with temporary accommodation for people coming to work in Cumbria. JC and RC to identify leading housing development organisations in Cumbria.	Julie Clayton / Rachel Holliday	<p>25/4/18 - KB to contact Elsa at Homegroup, to see if it would be okay for Sue and Rachel to go and meet her, as Elsa doesn't have availability to attend the Recruitment and Retention Group meetings.</p> <p>13/6/18 - KB to forward information to Ged; Ged will then take forward.</p>	

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17/027	RR0023	Following discussion about action number 17/018 (regarding recruitment of overseas workers), a question was raised about whether it would be beneficial to have a lay person on the interview panel for recruiting overseas workers. JC to add question to agenda for discussion at next meeting.	Rhia Heron	Rhia gave an update, sharing information from the HR department at the acute Trust. It was noted that the only Lay Member allowed on the recruitment panel would be either the Chair of the trust or a non-executive director. <b>FURTHER ACTION:</b> Rhia share a list of non-executive directors and the chair of NCUHT at the next meeting.	
17/028	RR0024	JC to look at information where the recruitment company TMP had helped the NHS elsewhere in the country.	Julie Clayton		
17/029	RR0030	An update was given regarding consultant paediatricians working across two sites (West Cumberland Hospital and Cumberland Infirmary). Discussion took place about a job post that will soon be advertised, following sign off from UCLan, which will be a completely West Cumberland Hospital focused job. When the advert has been signed off and made public, Rhe to share it with the group to share with their networks.	Rhia Heron	13/6/18 - The job advert is still in the process of being signed off by UCLan. It will be shared with the group at the next meeting.	

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17/030	RR0030	There was discussion about on site accommodation for staff, and whether the group could help to upgrade this to make it more appealing. RHe will find out more about the University of Central Lancashire (UCLan) work to develop accommodation and will see if she could get Rachel involved in that, and will put Rachel in touch with Lesley Carruthers (Lead Nurse for West Cumberland Hospital development).	Rhia Heron	13/6/18 - Rhia has a meeting scheduled with Lesley Carruthers next week and will have a chat and see if she would meet with Rachel. <b>FURTHER ACTION:</b> It was advised that Andrea Smith (Housing development manager – Allerdale borough council) may be useful to put Rachel in contact with. Caroline will share Andrea’s contact details with Rhia to get information about work that she does, and to see if a regular update could be given to the group.	
17/031	RR0032	RH asked if the group could see a welcome pack that is given to new staff during their inductions. RHe to see if this is possible.	Rhia Heron	It was advised that the induction process was currently being updated and that the group may be able to get involved in designing the induction pack as part of this. <b>FURTHER ACTION:</b> Add this to the agenda for the next meeting, and Rhia to get an induction pack to look through.	
17/032	RR0035	CH to share a staff chart/organogram for North West Ambulance Service with the group, if possible showing where the vacancies are. It was noted that the chart wouldn’t show staff at station level.	Caroline Hastings		

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17/033	RR0038	The group agreed that the most appropriate next step to plan another welcome event would be to have a workshop. KB to set up a Doodle Poll and find a suitable date/time for the workshop.	Kieron Bradshaw		
17/034	RR0038	KB to circulate the video from the Tea With The Team event to the group again.	Kieron Bradshaw		
17/035	RR0039	Group to feed information about recruitment activities taking place back to the Working Together Steering Group.	Group		
17/036	RR0041	KB to liaise with RHe to find a date when Amanda Dunkley will be able to attend, and then circulate information to the group.	Kieron Bradshaw		