

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.	Suzanne Hamilton, Amanda Dunkley and Rhia Heron	Update 20/09/18: Agency and NHS staff policies to be shared with the group, and SH to give a presentation about them at the next meeting to give further description and context. Advised the information may be available in strategies already publicly available	
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. Rhea 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	Rhia to share information about the WCH Redevelopment and how the R and R group can link into the process Susan and Rachel to make contact with home Group to explore the option of taking on a property in Whitehaven	

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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	Induction packs for NCUHT, CPFT and NWAS to be brought to the next meeting for the group to see. It was noted that the induction packs are digital and so will be given as an electronic presentation.	
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	kieron to confirm a date asap	
17/035	RR0039	Group to feed information about recruitment activities taking place back to the Working Together Steering Group.	Group	Next Steering Group meeting is 19th September SG to feed back.	
17/037	RR0042	Invite a Non Executive member of NCUHT Board to explain their role	Julie Clayton	Rhia to progress and check availability	

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17/038	RR0052 & RR0053	Share information for feedback	Group	Julie will share the presentations and the draft workforce strategy (there was a request to keep these within the group for now rather than sharing them widely)and the invite for the Values session, information from Rhia on recruitment and work with University of Cumbria from Amanda. Members to then look through it and feedback and thoughts or concerns at later date. The next session will focus on workforce strategy.	
17/039	RR0056	The group agreed to hold further discussion to plan how to get a representative from West Cumberland Hospital in the group at a future meeting.	Julie and Rhia		
17/040	RR0053	There was a request for a further update about staff vacancies at West Cumberland Hospital, as this would show the effects of the recruitment work on maternity vacancies. Members of the group to advise RH and AD which services they would like vacancy data about, and to give plenty of notice to allow time for the information to be compiled.	Rhia Heron and Amanda Dunkley		