

NOTES OF THE RECRUITMENT AND RETENTION GROUP  
Thursday 20 September 2018, 10.00 – 11.30  
At Ann Burrow Thomas Health Centre, South William Street,  
Workington, Cumbria, CA14 2EW

In Attendance: Rachel Holliday (RH) (**Chair**)  
Kieron Bradshaw (KB) (**Notes**)  
Julie Clayton (JC)  
Amanda Dunkley (AD)  
Sue Graham (SG) (By phone)  
Suzanne Hamilton (SH)  
Caroline Hastings (CH)  
Rhia Heron (RHe)  
Kate North (KN)  
Gillian Troughton (GT)

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RR0049 **AGENDA ITEM 01: WELCOME AND APOLOGIES**

RC welcomed everyone to the meeting.

Apologies had been received from Mahesh Dhebar and Deb Lee.

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RR0050 **AGENDA ITEM 02: NOTES OF LAST MEETING**

The notes were agreed as an accurate record of the meeting.

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RR0051 **AGENDA ITEM 03: ACTION LOG**

The group worked through the action log, updating it where appropriate (see action log attached).

**Action 17/014**

AD discussed the differences between NHS staff policies and agency staff (locum) policies. It was advised that locum staff still had the pension and other benefits of substantive employees, but usually didn't have as much responsibility - for example, not always having teaching responsibilities.

Short conversation was held about why doctors chose to work as locums and it was noted that sometimes a fixed term contract suited the needs of the staff

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more, for example if they were checking the area out, or had other commitments outside of work, etc. It was also noted that a locum consultant post can be offered quickly, rather than the lengthy process of appointing to a substantive post, and that locum staff are then encouraged as much as possible to become substantive once in post. It was noted that part of the manager's role was to persuade locum doctors to join substantively.

A further request was made for a copy of the policies for both agency and NHS staff to be shared with the group, so that members could absorb them in their own time and get a better understanding of them, and then feedback any questions or concerns they have.

Following short discussion it was noted that part of the reason behind wanting to see the policies was that concerns had been raised that some staff were not given the chance to do what they wanted because of their contracts. It was advised that the policies may not give information about this.

**Update:** 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.

**Action 17/027:**

Discussion was held about introducing a patient representative or lay member to recruitment panels. A view was shared that this would help to open the NHS up and that it would provide an objective view about what is wanted from staff. It was advised that Non-Executive Directors were Lay Members, and that there were patient representatives on panels when recruiting for posts above band 7. It was noted that careful thought would have to be given to how to introduce lay people onto other panels.

It was also noted that work was underway to check all policies were right and in place for overseas recruitment.

AD shared information about clinical posts and vacancies currently in the system.

The action was closed.

**Action 17/028:**

The action was closed.

**Action 17/030:**

**Update:** Susan and Rachel to make contact with home Group to explore the

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option of taking on a property in Whitehaven.

**Action 17/031**

RH gave an update, advising that the Learning Development team are currently working on a joint induction for CPFT and NCUHT staff. It was noted that some information would be presented on the staff intranet, and that the group should contribute to this.

**Update:** Induction packs for NCUHT, CPFT and NWS 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. Advised the information may be available in strategies already publicly available

**Action 17/033**

Action to be picked up later in the meeting.

**Action 17/035**

The action was closed.

**Action 17/036**

The action was closed.

**Action 17/037**

Ongoing.

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RR0052     **AGENDA ITEM 04: DRAFT WORKFORCE STRATEGY UPDATE & GROWING OUR OWN STRATEGY**

Suzanne Hamilton, Deputy Director of Workforce and Organisational Development at Cumbria Partnership NHS Foundation Trust (CPFT), gave a presentation about the draft workforce strategy, providing the group with information about the workforce, issues currently faced, and plans going forward to address issues.

Following a question about District Councils not being mentioned, it was noted that links would be made through the County Council and Social Care.

Kate North, Head of Workforce Futures & Inclusion at CPFT, gave a presentation on the "Growing Our Own Strategy".

**Action:** Julie will share the presentations and the draft workforce

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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 thoughts or concerns at later date. The next session will focus on workforce strategy.

RH thanked Suzanne and Kate for the presentations, as they showed positive work taking place.

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RR0053    **AGENDA ITEM 05: RECRUITMENT UPDATE**

RHe and AD gave a presentation to update the group on the IsThisYou recruitment work.

Highlights included:

- The NHS in North Cumbria being shortlisted for a Nursing Times Workforce Award in the Best Recruitment Experience category, demonstrating what we are doing on national stage.
- Positive stories about recruitment reported in the news.
- Highlight use of social media.
- Positive feedback on the recruitment branding, which was done internally and saved money

It was highlighted that NCUHT had received three applications for consultant radiologist vacancies following recruitment events last week.

**Action:** 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 RHe 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.

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RR0054    **AGENDA ITEM 06: UPDATE ON INDUCTION PROCESS**

The item was covered during Agenda Item 3 (Action Log).

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RR0055    **AGENDA ITEM 07: GROUP TO AGREE DATE FOR WELCOME EVENT NEXT STEPS WORKSHOP**

The group agreed to hold a workshop before the next meeting of the Recruitment and Retention Group. A date will be circulated following the meeting.

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RR0056    **AGENDA ITEM 08: ANY OTHER BUSINESS**

A request was made that if services are to be removed from West Cumberland Hospital, the group be informed so that it is clear what it is working towards. It was clarified that work was still focussed on retaining consultant led maternity services at West Cumberland Hospital.

Following a question about whether women were currently being sent to the Cumberland Infirmary in Carlisle to give birth if they were high risk, it was advised that this currently does not happen. RH and RHe agreed to discuss a particular case outside of the meeting.

A concern was raised that in order to understand the issues that were being faced at West Cumberland Hospital, and views of the staff that work there, there needed to be a member of staff who is based there in this group. It was noted that an advert had been put out to staff.

**Action:** The group agreed to hold further discussion to plan how to get a representative from West Cumberland Hospital at a future meeting.

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RR0057    **DATES AND TIMES OF NEXT MEETINGS**

The group agreed to continue having meetings on a 6 week frequency going forward.

The next meeting will take place 1 November 2018, 10.30am to 12.00pm at Computer/training room, Northside Community Centre, Trinity Drive, Northside, Workington, CA14 1AX.

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