

NOTES OF THE RECRUITMENT AND RETENTION GROUP

Wednesday 25 April 2018, 10.00 – 11.30

At Conference Room, NHS North Cumbria CCG Offices,
Ann Burrow Thomas Health Centre, South William Street,
Workington, CA14 2EW

In Attendance: Rachel Holliday (**Chair**) (RH)
Kieron Bradshaw (**Notes**) (KB)
Julie Clayton (JC)
Mahesh Dhebar (MD)
Susan Graham (SG)
Rhia Heron (RHe)

RR0028 **AGENDA ITEM 01: WELCOME AND APOLOGIES**

RH welcomed everyone to the meeting.

Apologies were received from Amanda Dunkley, Deb Lee, Celia Heasman, Ged McGrath and Sue Stevenson.

RR0029 **AGENDA ITEM 02: NOTES OF THE LAST MEETING**

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

RR0030 **AGENDA ITEM 03: ACTION LOG**

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

ACTION: Regarding action number 17/021 – KB to contact Elsa at Homegroup, to see if it would be okay for SG and RH to go and meet her, as Elsa doesn't have availability to attend the Recruitment and Retention Group meetings.

Action number 17/026 was closed after the following discussions:

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.

ACTION: When the advert has been signed off and made public, Rhe to share it with the group to share with their networks.

Discussion was held about staff based at West Cumberland Hospital keeping their skills up to date by working shifts at the Cumberland Infirmary in Carlisle (CIC). A concern was raised that if some staff were stopped from working shifts at CIC they may leave the Trust. It was advised that most consultants are working cross-site now, and that discussions have taken place about advertising rotational posts to make sure that staff have a rounded skill base to cover the whole process of treatment.

Brief conversation was held about rules regarding the distance from the hospital site that consultants must remain when they are on call. It was noted that consultants on call should remain within an accessible distance, which is around 30 minutes travelling time.

There was discussion about on site accommodation for staff, and whether the group could help to upgrade this to make it more appealing.

ACTION: Rhe will find out more about the University of Central Lancashire (UCLan) work to develop accommodation and will see if she could get RH involved in that, and will put RH in touch with Lesley Carruthers (Lead Nurse for West Cumberland Hospital development).

RR0031 **AGENDA ITEM 04: OTHER UPDATES**

There were no other updates.

RR0032 **AGENDA ITEM 05: WELCOME EVENT PLANNING – TO INVOLVE SPECIFIC ACTIONS FOR ALL MEMBERS**

An update was given on the progress of the welcome event planning. The group worked through the details in the Action Log (references 17/022 & 17/023), and the Invitation Action Log, and made updates where appropriate.

ACTION: Group to have a have a call in the morning on 4 May to make sure everything is alright and to go over final arrangements.

ACTION: RH and SG to go to the venue ahead of the event to decide on the layout.

ACTION: 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.

ACTION: JC to contact Pam McGowan at the News and Star and Julie at Whitehaven News to push the press release.

ACTION: RH to contact John Granger from Carlisle Airport if he can come along.

ACTION: KB to create a feedback form for people attending the event.

ACTION: RH to create board for people to put stickers on with their feedback at the event.

ACTION: KB to design/print business cards with contact on details for RH and JC, to hand out at the event.

ACTION: Rhe to try and get free gifts to hand out, for example Trust pens.

There was short discussion of creating a Facebook page for the event. It was agreed that this would be addressed when planning future events but not for the current one, due to issues around the management of the page.

RR0033 **AGENDA ITEM 06: ANY OTHER BUSINESS**

There was short discussion about the upcoming celebrations for the 70th Birthday of the NHS. It was noted that so far plans for a celebration event would involve a service with tea and cakes, including an area of photos to celebrate the history of the NHS, and that the aim was to celebrate the people at the heart of the NHS.

It was noted that more attention could be given to the service after the Tea With The Team event.

JC requested that if anybody had any further ideas to contact her.

RR0034 **DATES AND TIMES OF NEXT MEETINGS**

The following dates were agreed for future meetings:

- Wednesday 13 June, 10am – 11.30, venue TBC
- Wednesday 25 July, 10am – 11.30, Conference Room, NHS North Cumbria CCG Offices, Ann Burrow Thomas Health Centre, South William Street, Workington, CA14 2EW