

Action Log for WTG Recruitment and Retention Workstream					
ACTION REFERENCE	NOTE REFERENCE	ACTION	OWNER	UPDATE	STATUS
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. Rachel raised the option of involving Home Group	Rachel Holliday	<p>Susan and Rachel to make contact with Home Group to explore the option of taking on a property in Whitehaven</p> <p>UPDATE (1/11/18) - KB to check with RHo whether the action could be closed, and for any updates to share with the group.</p> <p>UPDATE: Home Group attended meeting with Ged McGrath in October. Home Group agreed to go away and come back with some suggestions. Awaiting suggestions.</p>	
17/037	RR0042	Invite a Non Executive member of NCUHT Board to explain their role	Rhia Heron/Julie Clayton	Rhia to progress and check availability	
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.	Rhia Heron/Neil Anderson	<p>The group discussed ways to get staff from West Cumberland Hospital to join the group. It was noted that it helped that all the meetings had been changed to take place at West Cumberland Hospital now.</p> <p>UPDATE (1/11/18): RHe and NA to discuss further and invite colleagues from West Cumberland Hospital to join the group.</p>	

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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	UPDATE (1/11/18): The action was closed; however, it was agreed that there would be a standard agenda item for each month to provide and discuss updates.	
17/041	RR0064	RHe shared information relating to the induction packs with the group.	Rhia Heron and Kieron Bradshaw	Rhia and Kieron to circulate information about the existing induction slides via email to the group.	
17/042	RR0064	It was noted that it would be helpful to have a process to help answer questions that new staff ask about the area, for example where they can access a particular service. The group agreed it would be good to have someone from the area, with good local knowledge, to link to for information.	Neil Anderson/Suzanne Hamilton	NA to have a discussion with Suzanne Hamilton to look at ways that this can happen.	

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17/043	RR0065	Conversation was held about a questionnaire that CH shares with new starters at North West Ambulance Service, to find out what their circumstances are (for example what family they have, and whether they need help accessing services such as banking) in order to identify what support they need. It was noted that this would be helpful for the group to adapt, so that other Trusts can use it.	Caroline Hastings	CH to share questionnaire with KB, to send around the group.	
17/044	RR0065	Looking for areas that the Recruitment and Retention Group can help.	Neil Anderson	NA to have a discussion with colleagues outside of the meeting and highlight areas where the group could be used. NA to bring an update to future meeting.	
17/045	RR0065	Planning a future welcome event	Kieron Bradshaw	KB to add 'Future Welcome Event planning' to the agenda for the December meeting.	

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17/046	RR0065	A request was made for an update on the progress being made with work to retain consultant led maternity services at West Cumberland Hospital.	Rhia Heron and Kieron Bradshaw	RHe and KB to share the following updates with the group: - Information from Dr Bill Kirkup about the independent audit/review - Maternity update slides that were presented at the Working Together Steering Group on 31 October 2018	
17/047	RR0065	Members of the group were invited by Rhia and Amanda to attend the nursing & midwifery recruitment event on Saturday 3 November. Ged and Rachel volunteered to attend and the group was keen to receive feedback after the day	Amanda Dunkley, Ged McGrath, Rachel Holliday	Amanda to make sure Ged and Rachel have contact numbers for the event on Saturday 3 November. KB to add item to agenda for December's meeting, for Ged and Rachel to give an update/feedback from the recruitment event (3 November 2018)	
17/048	RR0068	Next meeting (13 December 2018)	Kieron Bradshaw	Kieron to find a new location for the meeting on 13 December, as the group wouldn't have authorisation to access the department where the Seminar Room is.	