

**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	14/3/18 - KB to chase up	
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	14/3/18 - KB to chase up	
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	14/3/18 - KB to chase up	
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	14/3/18 - Invite has been sent to Elsa Brailey. Ged McGrath to chase up.	

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17/022	RR0018	<p>Conversation was held about the need for a welcome forum for people moving to Cumbria, to help provide key information about the area. It was noted that the group could support this, and the following actions were agreed:</p> <ul style="list-style-type: none"> <li>• A letter has been drafted from the group for new recruits, welcoming them to the area and letting them know the group is here to help, and inviting them to a welcome meeting.</li> </ul> <p>Update - 16/3/18: Rhia to update the letter with the date of the welcome event, ready to put into welcome packs.</p> <ul style="list-style-type: none"> <li>• SG to check with Rosehill in Whitehaven to see if the venue could be used, and to check if they would give a special rate as people would be buying drinks, etc.</li> <li>• AD to arrange for the letter and invitation to the welcome meeting to be added into induction packs for new staff at NCUHT.</li> <li>• RHe to explain to directors at NCUHT what the group was doing, so that they can explain to new recruits when giving their inductions.</li> </ul> <p>14/3/18:</p> <ul style="list-style-type: none"> <li>• KB to send details of the event around to the group a diary invite.</li> <li>• KB to circulate the list of actions again, to remind the group who is being invited, etc.</li> <li>• Julie to draft press release about the welcome event and</li> </ul>	<p>Rachel Holliday / Susan Graham / Amanda Dunkley / Rhia Heron</p>	<p>14/3/18 - A room has been booked at the Rosehill Theatre in Whitehaven on Sunday 13 May from 14.30 to 18.30.</p>	

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17/023 continued below	RR018	<p>The group agreed to aim to have the welcome meeting on or around the 20th May 2018 (ideally a Saturday or Sunday lunch time), and that this would need to be worked around availability at Rosehill. When a date and venue for the welcome meeting has been confirmed, the invitation will be sent to the following groups:</p> <ul style="list-style-type: none"> <li>• North West Ambulance Service (AD to share)</li> <li>• Cumbria County Council (AD to share)</li> <li>• Other health and care partners, including Cumbria Health On Call (JC to share)</li> <li>• University of Central Lancashire (JC to share)</li> <li>• Sandra Guise (JC to share)</li> <li>• Richard Pratt, regarding Faith Groups and Grace Church (JC to share)</li> <li>• Action For Health network (JC to share)</li> <li>• GPs (CH to share by liaising with Rick Tranter)</li> <li>• Local Park Run leaders (CH to share)</li> <li>• St Bees Tryers (RH to share)</li> <li>• Soroptomists (RH to share)</li> <li>• Rotary (RH to share)</li> </ul>	<p><b>Amanda Dunkley / Julie Clayton / Celia Heasman / Rachel Holliday</b></p>	<p>14/3/18 - SG has spoken to someone at Better (who run leisure centres in Cumbria), and they are happy to send a member of staff to meet people and promote introductory offers.</p>	

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17/023 Continued	RR018	<ul style="list-style-type: none"> <li>• It was noted that Trudy Harrison MP would be attending the welcome meeting. In light of this it was agreed that Sue Hayman MP would be invited too, and an invite would be shared for a representative to attend this future meetings of this group.</li> <li>• SG/JC to invite people from the Chair of the PPGs forum, as they are active in communities and work to make improvements.</li> <li>• JC to invite Georgina Ternant from Cumbria County Council.</li> <li>• MD to check if any Muslim faith groups could come along.</li> <li>• SG to research if there are any local craft groups (sewing, quilting, etc.), and if somebody could attend from one of those.</li> <li>• SG to talk to contact at Rosehill about the room layout for the event, and in particular to check to see if people would need to bring their own stalls.</li> <li>• Members of the group to collect and download useful leaflets, etc. about housing and accommodation to put on a stall at the event.</li> <li>• Members of the group to look for information on Carlisle airport, and the flights/destinations that are planned to start taking place there.</li> <li>• JC to add information to the agenda for the next Steering Group meeting, to get people involved.</li> </ul>	Amanda Dunkley / Julie Clayton / Celia Heasman / Rachel Holliday		

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17/023 Continued	RR0018	<ul style="list-style-type: none"> <li>• Discussion took place about promotional materials that could be made following the event, to share what work the group has done and help give a positive recruitment message to potential candidates applying to the area.</li> <li>• CCG Communications Team to make videos of the event • RH to create a photo board.</li> <li>• JC/KB to make a card with a contact name and number to hand to people at the event, to show that the group would like to hear from the new starters to know how they are getting on, and in case they need any help or information.</li> <li>• JC/KB to set up a 'Tea with the Team' Facebook page, as a place to connect with people. The members of the group will all be added as admins for the group, so that everyone can manage the information on the page.</li> </ul>	<p><b>Amanda Dunkley / Julie Clayton / Celia Heasman / Rachel Holliday</b></p>		
17/024	RR0018	<p>Discussion was held about producing the welcome letter and invitation. The group agreed that some of the wording on the invitation would include:</p> <ul style="list-style-type: none"> <li>• 'Tea with the Team'</li> <li>• 'Welcome to our new staff'</li> <li>• 'Afternoon tea with the community'</li> <li>• The invitation will request people to RSVP by sending an email to enquiries@northcumbriaccg.nhs.uk.</li> <li>• KB can help to design the letter/invitation.</li> </ul>	<p><b>Rachel Holliday / Julie Clayton / Kieron Bradshaw</b></p>		

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17/025	RR0018	<p>Discussion took place about promotional materials that could be made following the event, to share what work the group has done, and help give a positive recruitment message to potential candidates applying to the area.</p> <ul style="list-style-type: none"> <li>• CCG Communications Team to make videos of the event.</li> <li>• RH to create a photo board</li> </ul>	Rachel Holliday / CCG Communications Team		
17/026	RR0022	<p>KB to forward the following questions to colleagues at North Cumbria University Hospitals NHS Trust (NCUHT):</p> <ul style="list-style-type: none"> <li>• Where there are differences between existing contracts and contracts offered to new staff, do existing staff move to new contracts so they are the same?</li> <li>• If the contract states work at two sites, but a person's preference is to work at one particular site, how does the Trust handle that?</li> <li>• Can an implementation plan be shared with the group to ensure that where staff are asked to work at both hospital sites, they are given the same opportunities?</li> </ul>	Rhia Heron / Amanda Dunkley / Kieron Bradshaw		
17/027	RR0023	<p>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.</p>	Julie Clayton		
17/028	RR0024	<p>JC to look at information where the recruitment company TMP had helped the NHS elsewhere in the country.</p>	Julie Clayton		