

NOTES OF THE RECRUITMENT AND RETENTION GROUP

Wednesday 14 March 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)
Celia Heasman (CH)
Ged McGrath (GM)

RR0021 **AGENDA ITEM 01: WELCOME AND APOLOGIES**

RH welcomed everyone to the meeting.

Apologies were received from Rhia Heron, Amanda Dunkley and Deb Lee.

RR0022 **AGENDA ITEM 02: NOTES OF THE LAST MEETING**

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

Conversation took place about a recruitment advert to attract consultants to Cumbria, which was to be placed in the BMJ. It was advised that all posts advertised by the Trust would be to cover both West Cumberland Hospital (WCH) and the Cumberland Infirmary (CIC) sites, rather than having posts advertised specifically for one site. A concern was raised that this could cause problems where staff at one site didn't want to work at the other but were forced to, or where staff wanting to work at both sites were told they couldn't.

ACTION: KB to forward the following questions to colleagues at North Cumbria University Hospitals NHS Trust (NCUHT):

1. 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?
 2. 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?
 3. 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?
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RR0023 **AGENDA ITEM 03: ACTION LOG**

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

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.

ACTION: JC to add question to agenda for discussion at next meeting.

Brief conversation was held regarding action 17/020 (meeting with Richard Watson from Sellafield). SG and JC gave an overview of the initial teleconference and the meeting which followed. It was noted that the meetings had been positive as Richard was able to offer good advice on recruiting and could recommend organisations to assist with recruitment campaigns. The conversations had also highlighted areas where the NHS and Sellafield could potentially work together.

ACTION: JC to look at information where the recruitment company TMP had helped the NHS elsewhere in the country.

RR0024 **AGENDA ITEM 04: OTHER UPDATES**

There were no other updates.

RR0025 **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 (reference 17/022 & 17/023) and made updates where appropriate (see attached Action Log for details).

It was confirmed that a room had been booked at the Rosehill Theatre in Whitehaven on Sunday 13 May from 14.30 to 18.30 for the event.

Discussion was held about possible names for the welcome event and the group agreed to call it '**Tea with the Team**'.

ACTION: Discussion was held about producing the welcome letter and invitation for the event. The group agreed that some of the wording on the invitation would include:

- 'Tea with the Team'
- 'Welcome to our new staff'
- 'Afternoon tea with the community'
- The invitation will request people to RSVP by sending an email to

enquiries@northcumbriaccg.nhs.uk.

- KB can help to design the letter/invitation.

It was noted that the group would need to be mindful of the current staff who have already been working for a long time, and think about things that are done to help them as well as new starters. It was also noted that it may be helpful to find out how many people have been recruited by NCUHT in the last 12 months.

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.

ACTION: SG had a conversation with a person from the Stroke Association who was new to the area. JC agreed to share the invite with new starters in the Action For Health network.

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.

ACTION:

- CCG Communications Team to make videos of the event.
- RH to create a photo board.

RR0026 **AGENDA ITEM 06: ANY OTHER BUSINESS**

JC gave a brief update on the upcoming celebrations for the 70th Birthday of the NHS. Discussion took place about possible events that could take place in the west of Cumbria to celebrate. Ideas included lighting particular locations in NHS blue, such as Whitehaven harbour, St Nicholas church in Whitehaven, a central church in Workington, and the Mayo monument on Cockermouth Main Street.

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

RR0027 **DATES AND TIMES OF NEXT MEETINGS**

The following dates were agreed for future meetings:

- Wednesday 25 April, 10am – 11.30
- Wednesday 13 June, 10am – 11.30
- Wednesday 25 July, 10am – 11.30

ACTION: KB to send meeting dates around as diary invites.
