

| Action Log for WTG Recruitment and Retention Workstream | | | | | |
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| 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> <p>UPDATE (14/12/18): Will ask Ged to pick this up at the next meeting. RHo advised that she would help the next Chair of the group to move this action forward if needed.</p> | |

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| 17/037 | RR0042 | Invite a Non Executive member of NCUHT Board to explain their role | Rhia Heron/Julie Clayton | <p>Rhia to progress and check availability</p> <p>UPDATE (14/12/18): it was agreed that RHe would continue work to identify an appropriate non-executive member of North Cumbria University Hospitals NHS Trust to join the group, and would invite them to the meeting taking place on 7 March 2019.</p> <p>It was recommended that Judith Toland (new Director of HR for North Cumbria University Hospitals NHS Trust and Cumbria Partnership NHS Foundation Trust) be invited to a future meeting, as she was helping with work to refresh the Workforce Strategy.</p> | |

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| 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> <p>UPDATE (14/12/18): It was noted that it was a positive thing that the meetings now take place at West Cumberland Hospital.</p> <p>RHe to continue work to get a colleague from West Cumberland Hospital to join the group. It was hoped that Neil Anderson would be able to come to future meetings, and that if he was unable to attend there would be someone who could come in his place.</p> | |

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| 17/042 | RR0064 | <p>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.</p> | <p>Neil Anderson/Suzanne Hamilton</p> | <p>NA to have a discussion with Suzanne Hamilton to look at ways that this can happen.</p> <p>UPDATE (14/12/18): There was brief discussion and it was noted that having a person to put new colleagues in touch with could be difficult, as the person can leave or move on; in light of this, work was being carried out to develop information packs and localise them to be available for new recruits. It was noted that a lot of information was collected when the group did the Tea With The Team welcome event, and that in New Year the group could have a workshop to look at the induction process and what the group needs to put in, and pull together some local information then.</p> <p>It was also noted that conversations would take place with new recruits to find out what information they need, and thoughts about how that was shaped that would be helpful.</p> <p>It was highlighted that there was also work planned to contact staff who had left six months ago, to try to understand issues causing staff to leave the Trust within the first 3 years.</p> <p>This will be an area of work the recruitment and retention group can provide valuable insight.</p> | |

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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. | |

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| 19/049 | RR0072 | <p>It was highlighted that the local community played a big role in helping to support new recruits, particularly if they were from other cultures and faiths. It was noted that if we can help them to settle into the community there would be a higher chance of retaining them. Conversation took place about a cultural event that Kate North was arranging to take place in January, and it was recommended that this group to be included in the event – particularly if there was somebody with a knowledge of local faith groups. It was recommended that Richard Pratt be approached to help. There was brief discussion of Muslim and Polish communities in West Cumbria.</p> | <p>Kieron Bradshaw / Kate North</p> | <p>Add an item to the agenda for the next meeting, to discuss how the group can help support new recruits arriving in North Cumbria from other cultures and faiths. It was noted that there was a need to provide more information about the cultural event taking place in January. This will be the second focused area of work - the Recruitment and Retention Group will provide valuable insight and ideas.</p> | |
| 19/050 | RR0072 | <p>It was recommended that the group thinks about the way it works going forward; for example, it may be better to have less frequent meetings as a group, and have working sessions on individual projects. For example, the group could concentrate on three projects/areas, and this may help to ensure there was a feeling that the group was achieving its goals.</p> | <p>Kieron Bradshaw / Group</p> | <p>Add item to the agenda for the next meeting, to discuss the way the group works going forward. Potential priorities included: involvement in the induction process for new recruits, and involvement in cultural events. Next session to focus on establishing a work programme.</p> | |

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| 19/051 | RR0074 | It was noted that feedback from the people on the tour had been very positive, and that is was good to see happy staff on wards. RHo advised she had enjoyed being part of the recruitment day and would like to be involved in future ones. | Rhia Heron and Amanda Dunkley | RHe to ask Amanda Dunkley to invite Rachel Holliday and Ged McGrath to future recruitment days. | |