

NOTES OF THE RECRUITMENT AND RETENTION GROUP
Thursday 24 January 10.30 to 12.00
At Ante Room, West Cumberland Hospital, Homewood,
Hensingham, Whitehaven, CA28 8JG

In Attendance: Julie Clayton (**Chair**)
Kieron Bradshaw (**Notes**)
Amanda Dunkley
Sue Graham
Caroline Hastings
Rhia Heron
Ged McGrath
Kate North

RR0078 **AGENDA ITEM 01: WELCOME AND APOLOGIES**

Following the decision by Rachel Holliday to step down as Chair it was agreed that Julie Clayton would Chair the meeting.

Apologies were received from Suzanne Hamilton, Deb Lee, Mahesh Dhebar, Richard Pratt and Neil Anderson.

There was a brief update following the Working Together Steering Group meeting, which had taken place the previous evening (23 January 2019). It was noted that the Chair of the Steering Group, Richard Pratt, would be putting together a paper to share with everyone with ideas for moving Co-production forward.

There were hopes that going forward, this group would feed more into the work of the Trusts' HR Teams, and that this would happen gradually over the coming months.

RR0079 **AGENDA ITEM 02: OUTLINE PLAN FOR FUTURE MEETINGS TO BE 15 MINUTE GROUP BUSINESS – 1 HOUR 15 MINS WORKSHOP ACTIVITY**

It was recommended that going forward, the group focusses on three priority areas:

- Induction and Onboarding – community element to welcome during induction, and develop a community pack to support people to settle in the area

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- Multi-cultural event to support people from other cultures (and their families) to settle and make links into the community
 - Building support for recruited doctors
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RR0080 **AGENDA ITEM 03: AGREE A WORK PLAN BASED ON OUR X3 PRIORITY AREAS**

There was brief discussion of an exercise that took place during the Working Together Steering Group on 23 January, which involved groups brainstorming actions that could be done to help new recruits arriving from outside Cumbria settle in here.

It was noted that many of the key points that had come out of the discussions would usually form the role of a Liaison Officer, and that this role didn't currently exist in the NHS in North Cumbria. Following further discussion there was a recommendation that the Trusts recruit a Liaison Officer, and that the role have close links with both the HR Team and Finance Team, in order to avoid lengthy processes to get things done.

Conversation took place about growing our own local workforce. Information was shared about how the NHS liaises with schools, for example using Blue Light Careers Fairs. It was also noted that the first cohort of local students, who are around 18 years old, have been doing work placements with NWAS, and towards the end of the academic year they will come out with a healthcare qualification. This will allow the students to get into nursing apprenticeships. It was noted that the hospital Trusts are linked into this.

It was advised that the current gap being experienced was due to an issue with workforce planning. It was noted that it is a three to five year process to train clinicians.

There was also discussion of projects in place to address issues of it being difficult for people to get experience in the NHS. Kate North presented a document about a new scheme called 'Curiosity', which provides funding for organisations who want to run science activities aimed at disadvantaged children. The group discussed making a bid to be part of the scheme, and which schools to target to be part of it. It was noted that NWAS currently has a school engagement team, and that some of their work could help to identify schools to target.

ACTION: All members of the group to take the 'Curiosity' document away and think about what needs to be in bid, and then email Kate North (Kate.North@cumbria.nhs.uk) with any thoughts.

Discussion was held about the priority identified for the group to link into a multi-cultural event, which aims to support people from other cultures (and their families) to settle and make links into the community, as this would increase the chances of retaining staff.

It was advised that the aim is for a welcome event to take place in March at the Beacon in Whitehaven, for everyone to meet each other.

ACTION: It was recommended that the next meeting of the Recruitment and Retention Group (on 7 March 2019) be dedicated to discussing what the group could bring to the culture event, and also to see if the group can support the 'Curiosity' bid.

It was highlighted that a recruitment drive in India has been driven by Raj Verma, who is a paediatrician and Clinical Director for Children and Families at North Cumbria University Hospitals NHS Trust.

It was recommended that the group's meeting on 18 April be used to look at the outcomes of the multi-cultural event taking place in March.

There was a recommendation that members of the group look at the group's Terms of Reference, and be specific about the representation it needs.

There was discussion of what the Trust could do to address the issue of being unable to attend all of the invitations they receive from local schools, due to resources. It was suggested that a video be made to be played in the schools. It was noted that NWAS already have a video, and that this could be added to, rather than starting from scratch.

RR0081 **AGENDA ITEM 04: WHO NEEDS TO BE INVOLVED AND HOW DO WE INVOLVE THEM IN THIS GROUP?**

There was discussion about addressing the challenge of getting more members of the public involved in Co-production, and of the current volunteer workforce in the NHS in North Cumbria. It was highlighted that there were lots of roles that volunteers could do, including meeting and greeting, or supporting patients. It was advised that work was currently being done on a single policy across both Trusts (Cumbria Partnership NHS Foundation Trust and North Cumbria University Hospitals NHS Trust), to ensure that volunteers were utilised appropriately. It was noted that when a robust policy is in place, it will help to get more members of the public involved in NHS work.

It was also highlighted that another barrier to members of the public getting involved in work was issues around accessing meetings, including travel expenses and timings of meetings, and so there needed to be a process for claiming expenses back.

ACTION: Kate North to address this issue during work to develop volunteer policies across both Trusts (Cumbria Partnership NHS Foundation Trust and North Cumbria University Hospitals NHS Trust). Caroline Hastings to send Kate the NWAS volunteer policy to help.

It was noted that there still wasn't representation of staff from West Cumberland Hospital in the group, and that work needed to continue to resolve this.

ACTION: Julie to invite HR Director Judith Toland to future meeting.

RR0082 **AGENDA ITEM 05: NOTES OF LAST MEETING / ACTION LOG**

The group reviewed the Action Log, updating it where appropriate (see attached).

RR0083 **AGENDA ITEM 06: RECRUITMENT UPDATE (STANDARD AGENDA ITEM FOR EACH MEETING)**

Update to be provided at future meeting.

RR0084 **AGENDA ITEM 07: ANY OTHER BUSINESS**

Sue Graham was invited to attend the next West Cumbria Community Forum meeting.

RR0085 **DATES AND TIMES OF NEXT MEETINGS**

The next meeting will take place on Thursday 7 March 2019, 10.30am to 12.00pm - Ante Room, West Cumberland Hospital, Homewood, Hensingham, Whitehaven, CA28 8JG.

Following that, dates of future meetings are:

- Thursday 18 April 2019, 10.30am to 12.00pm – Ante Room, West Cumberland Hospital, Homewood, Hensingham, Whitehaven, CA28 8JG
 - Thursday 30 May 2019, 10.30am to 12.00pm – Ante Room, West Cumberland Hospital, Homewood, Hensingham, Whitehaven, CA28 8JG
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