

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	25/4/18 - Amanda going to bring to next meeting (13 June)	
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	25/4/18 - Rhia to chase	
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	25/4/18 - Rhia has started work on this.	
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	25/4/18 - KB to contact Elsa at Homegroup, to see if it would be okay for Sue and Rachel to go and meet her, as Elsa doesn't have availability to attend the Recruitment and Retention Group meetings.	

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17/025 Continued	RR0018	<ul style="list-style-type: none"> • 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. • CCG Communications Team to make videos of the event • RH to create a photo board. • 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. • 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. 	Julie Clayton / Kieron Bradshaw / Rachel Holliday		
17/027	RR0023	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.	Julie Clayton	25/4/18 - Julie and Rhia will take away and speak to Gina Tiller.	
17/028	RR0024	JC to look at information where the recruitment company TMP had helped the NHS elsewhere in the country.	Julie Clayton		

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17/029	RR0030	An update was given regarding consultant paediatricians working across two sites (West Cumberland Hospital and Cumberland Infirmary). Discussion took place about a job post that will soon be advertised, following sign off from UCLan, which will be a completely West Cumberland Hospital focused job. When the advert has been signed off and made public, Rhe to share it with the group to share with their networks.	Rhia Heron		
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. Rhe will find out more about the University of Central Lancashire (UCLan) work to develop accommodation and will see if she could get Rachel involved in that, and will put Rachel in touch with Lesley Carruthers (Lead Nurse for West Cumberland Hospital development).	Rhia Heron		
17/031	RR0032	RH asked if the group could see a welcome pack that is given to new staff during their inductions. RHe to see if this is possible.	Rhia Heron		