

Action Log for WTG Recruitment and Retention Workstream						
ACTION REFERENCE	NOTE REFERENCE	ACTION	OWNER	TARGET DATE	UPDATE	STATUS
17/006	RR003 / RR009	Paediatric link to raise with colleagues at the CCG	JC	27 November 2017	Work is ongoing - DL and MD to draft a letter on behalf of the group to send to appropriate people involved in agreeing the funding for the vacancies. JC to continue chasing with CCG colleagues.	
17/007	RR004	RH to draft a letter to send to Homegroup to see if they would consider providing properties for candidates. Draft letter to be shared with the group before being sent.	RH	27 November 2017	Letter has been sent. Email was forwarded from Jan Den Bak with an update about possible support for people in academic posts; awaiting further feedback from Homegroup. Work is ongoing.	
17/008	RR004	RH to contact Copeland Mayor Mike Starkie to link with other recruitment activity	RH	27 November 2017	RH met with Mike; he seems to think Morgan Sindall have recruitment drive under control and RH should go along to the meeting on 1st December to hear where they are up to which RH will do. Mike starkie has offered to come to R & R to discuss if necessary/timing.	

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17/013	RR0011	The group agreed that it would be beneficial to find data around the reasons why people who have chosen come to live in Cumbria did so, where we have already recruited. This could then give an indication of elements that could be promoted. SM advised that he could provide data around this.	JC/SM	20 December 2017	At the meeting on 31 January 2018 it was noted that this data would still be useful to gather.	
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.	JC	20 December 2017		
17/015	RR0013	SM to put together an information pack, including a map displaying locations across the UK where Choose Cumbria has engaged with people, to share with JC. This will be taken to the Working Together Steering Group to feedback there.	SM	20 December 2017		
17/016	RR0017	JC to write a short message about the work of the Co-Production groups and forward to RH to share with her networks and the groups she is part of, to try to get more people involved.	Julie Clayton / Rachel Holliday	14 March 2018		

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17/017	RR0017	Invite Richard Watson to meet with AD, RH, SG and JC to discuss campaigns and jobs fairs as a place to start, prior to the next meeting of the Recruitment and Retention group. KB to help to arrange.	Kieron Bradshaw	Prior to 14 March		
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 March 2018		
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 March 2018		
17/020	RR0018	SG to share an update document with KB to distribute to the group, following a teleconference that she had with JC and Richard Watson from Sellafield.	Susan Graham	14 March 2018		

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17/021	RR0018	<p>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.</p>	<p>Julie Clayton / Rachel Holliday</p>	<p>14 March 2018</p>		
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"> • RH to draft a letter 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. • 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. • AD to arrange for the letter and invitation to the welcome meeting to be added into induction packs for new staff at NCUHT. • RHe to explain to directors at NCUHT what the group was doing, so that they can explain to new recruits when giving their inductions. 	<p>Rachel Holliday / Susan Graham / Amanda Dunkley / Rhia Heron</p>	<p>14 March 2018</p>		

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17/023	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"> • North West Ambulance Service (AD to share) • Cumbria County Council (AD to share) • Cumbria Health On Call (JC to share) • University of Central Lancashire (JC to share) • Sandra Guise (JC to share) • Richard Pratt, regarding Face Groups and Grace Church (JC to share) • GPs (CH to share) • Local Park Run leaders (CH to share) • St Bees Tryers (RH to share) • Soroptomists (RH to share) • Rotary (RH to share) 	<p>Amanda Dunkley / Julie Clayton / Celia Heasman / Rachel Holliday</p>	14 March 2018		