

Cheshire and Mersey Streamlining News

Welcome to the January edition of Cheshire & Mersey Streamlining News. We hope you like enjoy reading about some of the programmes latest developments, progress in your area and progress in the wider North West.

C&M WORKSTREAM UPDATES

Issue 15, January 2019

Training Workstream

Next meeting 11th February 2019

We held a webinar meeting in January and members joined together to go through where trusts are up to with the training milestones and to share learns and experiences.

All C&M trusts should now be sharing Care Certificate information via the IAT and if not, working towards getting this in place as soon as possible.

Training representatives have been asked to complete the Training element of the North West Streamlining Benefits Calculator, with the opportunity for them to attend a webinar held on 15th January to go through the calculator in detail and have the opportunity to ask any questions.

The group will meet up face to face in February.

Recruitment Workstream

Next meeting 26th February 2019

This group met in January to discuss progress against the core deliverable of moving to sole use of Factual References and the other sub-regional milestones.

Recruitment representatives have been asked to complete the Recruitment element of the North West Streamlining Benefits Calculator, with the opportunity for them to attend a webinar held on 15th January to go through the calculator in detail and have the opportunity to ask any questions.

There have been a lot of ideas put forward of what the group can focus on next which is great for the sustainability plan for the group!

Medical Staffing Workstream

Next meeting 20th March 2019

Locally Employed Doctors Ts & Cs—this has been completed at workstream level and reviewed by a regional BMA representative. The group now have this to take to their LNCs.

Rapid Induction for Locums—this has been completed at workstream level and the group have been asked to implement at trust level.

Acting Down Policy—this has been completed at workstream level and the group asked to review and implement at trust level.

PREP Workstream

Next meeting TBC

Discussions are taking place between the PREP workstream lead and the DHRD network to decide on next steps for the Starting Salary on Appointment piece of work the workstream group have nearly completed and other pieces of work that may need focus—update to follow.

Occupational Health Workstream

Now that a North West process for sharing Imms & Vaccs outside of ESR has been agreed upon, the C&M trusts who have not yet got this implemented are working to do so to ensure we have a joined up approach across the region.

Trusts have been asked to provide contact details of where information requests are to be sent through to and where trusts need to escalate to if the information is not received within the 2 day turnaround time that trusts are working towards.

OH representatives have been asked to complete the OH element of the North West Streamlining Benefits Calculator, with the opportunity for them to attend a webinar held on 15th January to go through the calculator in detail and have the opportunity to ask any questions.

Systems Workstream

Next meeting TBC

The group have been asked to work with colleagues within their trust to ensure staff only have to provide I.D. once in the new starter process—if this is not already in place.

We have focused on interfaces with ESR to ensure all colleagues are aware of what is available, with them being asked to review what their trust is using to ensure they are using the system to optimum levels.

All representatives have been provided with data on what is required for the IAT and have been asked to ensure their trust is working to this.

PROGRAMME MANAGER UPDATE—Happy New Year to all!

The start of 2019 represents the start of our final phase of the Streamlining Programme arrangements, and your journey into sustainability and Business as Usual (BAU). The PMO will now firmly focus ours and your attention on 3 areas:

- 1) Helping those who are able to achieve their milestones in this phase, or soon.
- 2) Reporting accurately on achievements and benefit at Trust, Sub regional and programme level.
- 3) Supporting the NW to understand how they will continue their great work on streamlining and collaboration without the PMO team.

Dates	Priority Focus
1 st January – 27 th February 2019	Continued support to trusts and workstreams primarily where this will enable achieving milestones. Collecting final status information on milestones and achievements. Collecting success story information. Collecting and analysing benefits data. Preparing for end programme reporting and sustainability plans finalised and in some cases implementing. Planning and preparation for the celebration event taking place on 15 th March 2019.
28th February 2019	Final deadline for programme reporting – this will be the date we take final status's and when most external PMO support activity will need to cease. To allow us to be ready to close the PMO on 31.03.2019.
1 st March – 31 st March 2019	Final benefits reporting. Final programme reporting (Trust, Sub Regional and regional reports will be produced) covering the full 3 years. Celebration Event on 15 th March 2019. Sustainability plans implemented and BAU to commence. PMO close down activity.

Celebrating Success Event – Friday 15th March 2019, Haydock Park

Our final programme event will take place on **Friday 15th March 2019 at Haydock Park racecourse**. The event will be a full day (closing at 3pm) and lunch will be provided. The day will be split into 3 main sections as follow:

Section 1 – Looking back: at the full 3 year journey of the programme in the North West. Celebrating your successes, achievements and the benefits realised. Sharing your experiences and lessons learnt from this large scale change programme. Each area will be able to share their journey with the others and the PMO will take you on a whistle stop tour through the programmes lifecycle. This is also an opportunity to thank all those who have lead and driven change at regional, sub regional and trust levels throughout this programme.

Section 2 – Staying Connected: some time will be dedicated to networking and understanding how the sub regions of the NW and the key drivers of future change (the Deputy HRDs and others) can keep their connections strong as they move into BAU.

Section 3 - Looking Forward: a positive reminder that although the PMO arrangements are coming to an end, streamlining and workforce collaboration is most certainly not. This section will highlight some of the other key regional and national programmes currently in play, including a presentation from the NHSi Workforce Team on their involvement in the national Doctors in Training (DiT) streamlining piece and their vision for the future of streamlining for all staff in line with the Long Term Plan.

The event is targeted at Deputy HRDs as a development opportunity for them, as we believe they will be the drivers of future change in this area. We welcome HRDs along too of course, but, we would really like you to ensure your deputy is released to attend. Other key participants and delegates are HEE, Partnership Workforce Leads, TIG Chairs and Workstream Leads. Invitations to book have been sent out this week; **please can you encourage your reps to book on ASAP as places are limited.**

Celebrating Success Video

The programme team is working on a short video to chart the streamlining journey in the north west, our successes, benefits and learning. We are engaging with HRD leads on who would be great to take part and go on film as well as which particular message each area would like to portray. If you are interested, or would like to recommend/nominate someone you think would be interested/ideal for this, please contact us ASAP!

Benefits Realisation & Calculator

The Streamlining PMO team has been working with a user-led group to ensure that the final Benefit Calculator gives us relevant information on benefits, but, is also user friendly. This is now finalised, was demonstrated at 3 webinars on Tuesday 15th January 2019 and has been distributed.

The deadline for completion and return of the calculator is: **Friday 9th February 2019**, this allows 3 weeks for completion in Trust and 3 weeks for analysis by the PMO, so we can be ready to report the final benefits throughout March 2019. **Please help us ensure a full return is provided by this date and let us know ASAP if there are any issues with your trust meeting this deadline.**

Interim OH Process Implementation

We are also focusing heavily on supporting trusts to implement the North West interim OH process for sharing immunisation and vaccinations. The process is relatively simple and quick to implement, and the deadline we are working towards is **28th February 2019**. We would ensure you to check with your Trusts streamlining OH lead that this is on track and to get in touch ASAP if you need any help/support or guidance.

Updates from Greater Manchester

TRAINING

The main priority for the workstream is to ensure that the information shared via IAT is used to reduce the amount of training that new starters and transfers into trusts are required to complete, to help improve staff experience of the induction process.

Those present in the January meeting agreed that the modules that may not be accepted from trust to trust, if any, are the same as those agreed in C&L and C&M.

The group also advised they would like to see the workstream meetings sustained and suggested meeting face to face and/or via webinar, on a quarterly basis and that one focus area could be to ensure the 15 elements of the Care Certificate are also recorded in ESR for transfer via IAT, which would increase the usability and associated benefits of the process moving forward.

Discussion took place in relation to mandating L1 Resus for all staff -Streamlining hope to provide the group with feedback on the cost/benefit of this at the next meeting, with the support of an organisation within the wider NW region that has mandated this for all staff.

Trusts are working on reviewing their self-declared alignment to the new CSTF document released this Autumn. A number of trusts still require new staff to repeat full Fire Safety training even if compliant from their previous trust. Training leads are consulting with their SMEs to pull together the pros and cons of this. A number of trusts do not currently mandate Resus Level 1 -Training leads are consulting with SMEs to collate the pros and cons of this.

PMVA—The group are meeting on 28th January 2019 to review seclusion and take the photographs for the manual. CAMHS course to be looked at after January.

Dementia—The group met on 4th December 2018 & reviewed the questions and answers which will inform the e-learning developers of what needs to be included in the GM e-learning for Dementia Tier 1. Filming with various Dementia groups is scheduled for 8th to 10th January. The next meeting is set to take place on 5th February 2019.

RECRUITMENT

The last meeting took place on 11th December 2018. GM trusts continue to make progress in relation to achievement of the core deliverable i.e. requesting and responding with a factual reference. This is the main priority for the workstream— trusts are encouraged to provide Streamlining with their anticipated date for completion ASAP.

The PMO and group members have been working with ESR to test the ESR enhancements re: 'Reason for Leaving' being added to the reference template in ESR and a flag of any ER information recorded in ESR.

These fields are now working on the IAT Factual Reference and were to be added to the BI report by the end of December. We are now confident that 'Reason for leaving' is now featuring in the BI report following testing.

The PMO continue to work with NHS Employers regarding the request for additional questions in the FR template. The revised NHS Employment Check Standards are scheduled to be published early in the New Year and NHS Employers will work with NHS Jobs, Trac, and ESR to ensure changes are reflected there. Revised guidance for the CSD calculator, developed by a GM trust, was shared. The calculator works out continuous service and reckonable service. The Group discussed how best to operationalise the GM Continuity of Service Protocol which allows the carry over of service for new starters since April from local authority employment.

Meetings have been arranged in January and February to share best practice in the use of Trac.

POLICY ALIGNMENT

The Induction & Mandatory Training policy has now been finalised and trusts are asked to consider it for use at a local level to help sustain the process.

HRDs are being asked to consider policies to be worked on and governance arrangements for this Group moving forward, Further details will be circulated once decided.

OH

Trusts have been asked to provide the date they envisage the interim process (for the sharing of immunisation and vaccination status for new starters and transfers into trust) will be in place to the Streamlining PMO, along with the trust contact email address for information requests, the contact details for escalation purposes if the information is not received within the agreed 2 days of request and lastly, that consent is included in the process.

All trusts have agreed to implement by the 28th Feb '19 with a possible exception of one.

RECRUITMENT

The Implementation of the factual reference (template change in current systems— Trac/NHSJobs) continues in trusts that have not yet achieved this milestone. CPFT & NCUH planned completion date has now been confirmed as January '19.

BFWH and ELHT anticipated implementation dates are awaited.

The Streamlining PMO continue to provide support where possible and trusts are encouraged to liaise with those that have implemented, to help overcome local issues/barriers to implementation.

OCCUPATIONAL HEALTH

Trusts have been asked to provide the date the interim process will be up and running to the Streamlining PMO, along with the trust contact email address for service requests, the escalation contact, along with confirmation that the standardised form and consent are included in the new process.

All trusts have agreed to implement by the 28th Feb '19.

TRAINING

All trusts are sharing training information and using the information to reduce the amount of training that new starters and transfers need to complete, with the exception of one. Plans are in place to enable the trust to achieve this by Feb '19.

Workstream members have advised which modules, if any, they would expect not to be accepted from trust to trust. The same modules have been agreed in C&M and GM.

POLICY ALIGNMENT

Membership has now been confirmed. Each trust has identified one HR and one staff side to represent their trust, to work towards consistency in the implementation of the Agenda for Change Contract Refresh requirements. The group aims to reach agreement on the over-arching principles, to ensure minimal variation across organisations throughout Lancashire & South Cumbria (L&SC). This will include the following key areas:

Approach to Pay Step Progression

Approach to Promotions

Review of L&SC Policies to agree a consistent set of principles and approach

Assimilation to Band 2

Collaborative working on new Terms & Conditions as they are published

The group will provide proposals and recommendations for implementation within individual organisations, in partnership with local staff side colleagues.

Core and Essential Skills

Streamlining have worked with the L&SC Strategic Resourcing Lead to establish membership of the network and next steps. Membership has now been agreed, with workforce representation from each trust and finance.

The focus of this group is on the sharing of best practice, to reduce variation and establish consistency in the use of establishment control in ESR, to support workforce planning, recruitment, retention and mobility.

The first meeting will be held on the 8th February '19 at which point the group will be drafting the ToR for the group and plan for the future of the group.

The training workstream members have asked to be consulted on training-related discussions/activities.