

Cumbria & Lancashire Streamlining News

June 2018 edition

Workstream Updates



Recruitment Workstream

The implementation of the factual reference continues. Template change in current systems required.

The following trusts achieved this milestone in year 2:

- ◆ Lancashire Care NHS Foundation Trust
- ◆ University Hospitals of Morecambe Bay
- ◆ Lancashire Teaching Hospitals NHS Trust

Proposed focus area for year 3 have now been agreed by HRDs/deputies across all trusts. Discussions continue to ascertain specific requirements and timescales.

Policy Alignment Workstream

Policy milestones established in year 2 will continue into year 3 alongside some additional areas of focus identified:

21st June workstream meeting/workshop: focus on sharing learning and good practice in relation to grievance and resolution, TUPE and organisational change.

Pay change discussions continue.

Sharing of protection policies and policy assessment approach.

3/7 trusts have agreed to use the 'Policy on a Page' format for policies moving forward.

Training Workstream

Discussions as to how training compliance is currently calculated and reported began in the April workstream meeting.

Proposed focus area for year 3 has now been agreed by HRDs/deputies across all trusts.

Discussions continue to ascertain specific requirements and timescales.

All trusts provide statutory and mandatory training that meets the outcomes of the national core skills training framework. All trusts have aligned to the national core skills training framework refresher periods, with a minimal number of exceptions.

All trusts apart from one are sharing training data via the ESR automated IAT process. Plans to support the final trust to move to this process are in progress and hoped to be achieved by the end of June.

One trust has reported an approximate £3,000 saving in the first 6 months following implementation.

Occupational Health Workstream

Discussions are on-going at present as to the way forward in year 3. Consultation with leads to discuss and agree with leads in the area, on clinical consistency and a minimum data set for the sharing of occupational health information, namely immunisation and vaccination data/status for staff.

In addition, a recent visit to a Streamlining and Occupational Health event held in the North East has resulted in a possible change to plan for year 3 in C&L, as the process the NE are currently using to share I&V data is proving beneficial to organisations and may be something C&L wish to take forward this year, along with or in place of the initial thoughts on the plan for the year.

Programme Updates

Year 3 Priorities and Deliverables

Engagement with HRDs continues via HRD networks on the final deliverables for year 3 in each area. We hope these will be finalised soon ready for publication in the July newsletter.

Virtual Programme Board

The board were unable to meet this month, but the priorities for the meeting were, the review and approval of key documents, these are:

- ◆ End of Year 2 Escalation paper
- ◆ Updated Memorandum of Understanding (MOU) and Information Sharing Agreement (ISA) – to comply with GDPR

Comments have been received from board members and the final documents will be circulated to Leads and HRD networks in July.

Webinars and Workshops

Details of the webinars and workshops highlighted in last month's newsletter have now been agreed and are as follows:

Occupational Health Workshop (NW)

Wednesday 8th August,
10am– 12.30pm,
St Helens and Knowsley Teaching Hospitals NHS Trust
Alexandra Business Park
St Helens
Merseyside
WA10 3TP

Invitations will be going to OH workstream representative soon and we hope to be able to secure a representative from the North East Streamlining OH Workstream.

GM Showcase Webinar – **Thursday 2nd August, 1.00-3.00pm**

CM Showcase Webinar – **Tuesday 31st July, 10-12.00pm**

CL Showcase Webinar – **Date tbc**

To book on any of the above webinars please email:

streamlining.nw@nhs.net

We would encourage people from other regions and sub regions of the NW to book onto their neighbour's webinars, as well as their own, to.

We have moved But only the website!

The streamlining website moved to the hosted functions area of the main HEE website, a divert has been placed on the current web address so anyone visiting the old address will be diverted to our new home, the new address is

<https://www.hee.nhs.uk/our-work/workforce-streamlining>

Tweet, Re-Tweet and follow us on Twitter!

From July we will be aiming to flood twitter with updates and positive messages from the programme team at the various meetings we attend, we will also be asking workstream and TIG reps to tweet about their meetings. This should help give some sense of the wide variety and volume of collaboration activity happening on streamlining through out the NW! So if you do not already please follow us:



Exciting development for Pre-Induction/On-Boarding coming in ESR Release 39

The June 2018 release of ESR will see a long awaited updated to Password Management for self-service users. These exciting enhancements come after much pestering by the NW and other Streamlining programmes.

These changes will remove one of the barriers to using ESR as a pre-induction platform and giving new starters the ability to undertake core training before they commence in post by enabling all employee self-service only accounts to be accessible from home. New users will also be able to request their username and password directly from <https://my.esr.nhs.uk> reducing the administrative burden on HR teams managing the system. Full details of ESR Release 39 are available on ESR Infopoint <https://>



Workstream updates from Greater Manchester

TRAINING	POLICY ALIGNMENT	RECRUITMENT	OCCUPATIONAL
<p>An escalation paper is being provided to NW HRDs for decisions around the core training deliverables i.e. recording Core Skills competences in ESR which enables them to transfer across if staff move to a new trust, accepting compliant Core Skills training for new starters and not making new staff repeat training unnecessarily, and aligning to National and locally-agreed refresher periods.</p> <p>The GM HRDs will also be asked to consider priorities for Y3 and to agree the milestones.</p> <p>Assurance Workshops took place for Subject Matter Experts in Y2 to review their current core skills training against the CSTF learning outcomes to seek and provide assurance across the GM patch. Mop up/buddy-up sessions are now being planned for GM trusts who were unable to attend. Reviews by GM Training Leads of the e-learning for Healthcare (e-IfH) Core Skills packages are complete and feedback has been sent to e-</p>	<p>The Policy Alignment Workstream members last met on 8th May 2018. The secondment policy and probation policy are nearing final draft. The mandatory training and induction policy is still in progress with a view to a final draft being available at the end of quarter 1. The PMO is working with the HRD Lead for Streamlining in Greater Manchester and The Partnership to identify appropriate governance routes, prior to being cascaded to GM HRDs as recommended GM policies.</p> <p>Policies/protocols/SOPs for year 3 are being identified, with requests from other workstreams being reviewed, including DBS Update Service, Factual References & a Reasonable Adjustment Passport.</p>	<p>At the June meeting there was a presentation on Greater.Jobs, the local authority jobs website for GM by the Health & Social Care Partnership. Volunteers from the Recruitment Workstream will be involved in focus groups to scope the opportunities for jobs in the NHS to be advertised on the site.</p> <p>The PMO are working with ESR and NHS Employers to add the “reason for leaving” to the FR via IAT and to make further suggested enhancements to the FR via IAT.</p> <p>The Group is looking at the variations between trusts in reference requirements for staff moving from one NHS trust to another with a view to collating this for the next meeting.</p>	<p>Due to the change to the milestones for the GM OH workstream, there have not been any GM OH workstream meetings. The next meeting will be NW OH Steering Group with the Area Leads.</p> <p>The PMO are working with the GM HRD Lead for Streamlining to review the strategic direction for this workstream. An escalation paper is being provided to NW HRDs later this month for decisions around the core OH deliverable, i.e. sharing of imms and vaccs via a bi-directional interface. Decisions are anticipated by the end of quarter 1.</p> <p>Stockport NHS Foundation Trust continue to work with e-Opas who are developing a bi-directional interface for the sharing of immunisation and vaccination information.</p>

Workstream updates from Cheshire & Mersey

Training	PREP	RECRUITMENT	OCCUPATIONAL HEALTH
<p>The focus remains on trying to align trusts to the National Refresher Periods and ensuring trusts reduce training required at Induction based on compliant training identified from the IAT. This is being done to try and give a better employee experience when joining a trust so they don't have to duplicate training they are already up to date on. These are two of the Core Deliverables set for the programme and a North West Escalation paper is being sent to HRDs to highlight the need for this to be completed.</p> <p>Milestones for Year 3 include aligning to the Care Certificate and Dementia core skills framework.</p>	<p>The TUPE Overarching Principle document was produced to provide details of how HR professionals could work together more effectively in TUPE situations. As this is an agreement on the way of working and not policy, trusts have been asked to adopt this way of working from 1st June 2018.</p> <p>The Honorary Contract and Starting Salary on Appointment documents are in the final stages of review and once completed will be sent out to trusts to go through the internal governance process.</p>	<p>Work has re-started on Time to Hire this was previously on hold due to a national piece of work but we have now been given the green light to continue with this.</p> <p>The North West Escalation paper will be released to HRDs highlighting the Recruitment core deliverable of implementing Factual Reference.</p> <p>The group will be focusing on what the next steps are with regards to data cleanse.</p> <p>Work is ongoing at a national level with regards to IAT development following the development requests.</p>	<p>Good progress is being made in reviewing the Management Referral process. Systems colleagues are helping to support the start of the data cleanse process required for the transfer of data between ESR and third party systems. Cheshire & Merseyside NHS Occ Health providers have an interim solution in place for sharing of Imms & vacs and this will be shared with other regions.</p>

For more information visit our website:

<https://www.hee.nhs.uk/our-work/workforce-streamlining>