

# Greater Manchester Streamlining News

## GM WORKSTREAM UPDATES

### Recruitment Workstream

**Next meeting—11th April 2018**

The workstream members met in February 2018. The PMO has issued GM Trusts with a list of which NW Trusts are responding to Factual Reference (FR) requests via IAT and which NW Trusts are not. This has proven helpful, and it was identified that an ongoing review of this list needs to occur to ensure it is up to date. Further enhancements have been suggested for improving FRs via IAT, and these will be discussed further at the NW IAT Enhancement Workshop on 26th February. The group also discussed progress against the GM milestones, looking ahead to year 3, and provided ideas and suggestions for potential new milestones.

### Policy Alignment Workstream

**Next Meeting—22nd March 2018**

The Policy Alignment Workstream Meeting was held in February 2018. Members of the Task & Finish Groups fed back on progress with their draft policies. Both the probation and secondment policies are in draft format, and will be shared with the wider group for discussion in due course. The mandatory training and induction policy is still being collated by the SMEs and a draft policy will be produced shortly. Once complete, these will be recommended policies for use in GM Trusts. The members of the Policy Group agreed that they wished to submit an application for the HPMA Awards, to demonstrate the excellent partnership working that this group has undertaken and continues to undertake. All present contributed to the application and this is currently being finalised before submission on 21st February.

### Occupational Health Workstream

**Next Meeting.....April 2018**

Due to the change to the milestones for the GM OH workstream, there have not been any workstream meetings. The GM focus is now solely on scoping the procurement of a single OH system for GM. The PMO are in the process of liaising with key stakeholders and identifying an appropriate Lead for this piece of work. Stockport NHS Foundation Trust, alongside e-Opas and ESR colleagues, will be attending the IAT Enhancement Workshop on 26th February to present on the work they have undertaken in relation to developing a bi-directional interface for the purposes of transferring immunisation and vaccination information via IAT.

### Training Workstream

**Next Meeting ..... 20th March 2018**

As GM Trusts all currently use different training packages to deliver against the Core Skills Training Framework (CSTF), Assurance Workshops have been taking place for the Subject Matter Experts to review their current core skills training against the CSTF learning outcomes to seek and provide assurance across the GM patch. The final Workshops are taking place in February/1st March and mop up sessions will then be arranged as needed. Refresher Periods (RPs) have been collated for all GM trusts and where not yet fully aligned to the National or locally agreed RPs, trusts are encouraged to consider aligning as this can save time and make the transfer of competencies via IAT process more efficient. A Workshop on transferring statutory and mandatory training records via IAT for non-OLM users was held on 23rd January and was well-received by those attending. The 3 task and finish groups -Dementia, Care Certificate & PMVA—are continuing to work towards the agreed Y2 milestones.

### Trust Implementation Groups (TIGs)

TIG meetings continue to run throughout February 2018. The PMO are working with the TIG members to map progress against all of the workstream milestones, identifying and escalating issues and risks.

# PROGRAMME UPDATES

## Programme ARRANGEMENTS 2018/19 (YEAR 3)

Work continues on considering the strategic priorities and positioning for the streamlining programme and on agreeing the best way the programme office arrangements can provide local support in your area next year.

The programme is considering ideas and suggestions at a number of levels locally and regionally, whilst also making connections with national bodies such as NHS England and NHS Improvement, to ensure we position streamlining regionally and nationally as an enabler to the key workforce priorities such as Passporting. More on this is to follow in March 2018.

## NATIONAL STREAMLINING – WORKFORCE CONSULTATION INPUT AND GDPR

A national streamlining response is being considered by the Chair of the National Streamlining Steering Group, Alan Duffell, to the consultation on the draft Health and Care Workforce Strategy 'Facing the Facts, Shaping the Future'. More on this will be shared in the March newsletter when the response has been finalised.



The National Operational Group met on 6<sup>th</sup> February 2018. The meeting was attended by representatives of all 10 regions and was well received by them all. A key focus of the agenda was to understand and consider the impact of the General Data Protection Regulations (GDPR) due in May 2018 on streamlining and it was agreed by all that in terms of preparations, we need to do this once, nationally and avoid duplication of effort across regions. A clear list of next steps was identified and the Ops group are considering these with support from NHS Employers.

## NEXT PROGRAMME BOARD

It is a very exciting time for the programme as we prepare to move into our 3<sup>rd</sup> year. The next strategic Programme Board will be held on Monday 5<sup>th</sup> March 2018 in Manchester. We are pleased to welcome to the board **Andrea Anderson**, Head of People Services, GM Shared Services as **HRD lead for Greater Manchester** and **David Wilkinson**, Director of Workforce & OD at Bay Health & Care Partners as **HRD Lead for Cumbria and Lancashire**, as well as new members representing key projects aligned to streamlining at STP level. More on this is to follow in March 2018.

## NORTH WEST PROGRAMME TO LEAD 'NATIONAL IAT ENHANCEMENT' WORKSHOP IN MARCH 2018

Detailed planning has now been undertaken for the National Workshop the North West programme will lead on **8<sup>th</sup> March 2018** and we are busy trying to secure representatives from all 10 regions.

We will also be holding the North West IAT Development workshop on **Monday 26<sup>th</sup> February 2018**, ahead of the national workshop to ensure NW region stakeholders can bring together and consolidate their suggestions and have a strong cohesive voice at the national workshop.

There is still time to submit your ideas for enhancements if you have not already done so via the survey which will close on Friday 2<sup>nd</sup> March 2018.

<https://www.surveymonkey.co.uk/r/PNSTFGL>

One future ESR development already being planned is a **New IAT notification and role for service**



**history.** The lack of employment history held by employers is a national issue and particularly prevalent for doctors in training. The notification in essence would consolidate all service history information found across the national ESR database, providing accurate dates of employment to support the calculation of CSD dates, the early production of contracts of employment and correct payment of salaries.

The benefits are:

- Reduces processing in ESR as only one notification with all data on it will be required (especially for rotating doctors where 12-15 IATs can easily be requested).
- Removes/reduces the impact multiple IATs currently have on the pre hire transfer of national competencies for applicants and OH imms and vacs data. Each time a pre hire IAT is initiated a notification is triggered to Stat & Mand role holders, causing confusion and additional work.

# WIDER NORTH WEST UPDATES

## Workstream updates from Cheshire and Mersey

### TRAINING

All trusts have been made aware of the FREE national core skills packages from eLearning for Healthcare and encouraged to utilise these within their trusts.

It has been agreed that all trusts will have compliant training available on OLM within ESR to be transferred via the IAT to allow trusts who are planning to reduce compliant training off new starters Induction ,or have already done so, to do so effectively.

In addition to this, HEIs have been engaged with in relation to the FREE core skills packages.

### PREP

All 18 C&M trusts have now aligned to the C&M Notice Periods for new starters

The Honorary Contract has been completed at PREP workstream level and will be shared with the Medical Staffing & Recruitment workstream for input, before being released to trusts to go through internal governance processes.

TUPE overarching principles has also been completed at workstream level and will be shared with the Recruitment workstream before being released to trusts to go through internal governance processes, with Starting Salary on Appointment being in the final stage of workstream review.

### OCCUPATIONAL HEALTH

The pre-employment healthcare questionnaire has been released to trusts for use and work has now begun on reviewing the Management Referral process. NHS providers are working with private providers to ensure best practice is identified.

The need to ensure a workforce strategy in place has been identified by the group due to having to look after an ageing workforce and ensure effective recruitment/retention of staff to continue to deliver high quality Occupational Health services in the future.

Our systems colleagues are helping in the task of starting a data cleanse process, working closely with ESR.

### RECRUITMENT

The Honorary Contract Checklist has been released for trusts to use, along with a contact/escalation list. This, along with the Honorary Contract soon to be completed by the PREP workstream will provide a consistent way of working across the whole of C&M.

The group are focusing on Values Based Recruitment (VBR) and we reviewed paperwork that 2 of our advanced trusts have put in place. We will now collate all paperwork for further review, to identify best practice. The next step is to review Managers training from 3 of our advanced trusts to allow those trusts who have not yet implemented VBR to do so more swiftly.

### SYSTEM ENABLERS

Task & finish groups will be set up to focus on the scoping of a standardised approach to registration authority and a minimum specification for core HR transactions.

In addition to this, the group continue to support the other workstreams in overcoming the technical queries that are identified as part of their milestones.

### MEDICAL STAFFING

The Acting Down Policy has been released to trusts for review before being taken to internal governance processes.

The group have agreed a template for the Rapid Induction process and each trust will complete information relevant to their trust for each section.

## Workstream updates from Cumbria and Lancashire

### Core and Essential Skills

The Streamlining PMO has now received evidence as assurance of the current position for each Trust in relation to the year 2 milestones. Support provided by the PMO in using the Dataload tool means we now have 5/7 trusts sharing training information across the patch. Plans are in place to support those trusts that are not currently sharing their training information via the IAT process to do so as soon as possible before March '18.

Those that have been sharing and using the information to reduce training on induction, have provided, or are in the process of providing, figures to show the actual time/cost savings. Trust leads have been asked for their suggestions in regards to the priority focus areas for year 3.

### POLICY ALIGNMENT

Improved policy format 'policy on a page' was recently approved for use in Blackpool Teaching Hospitals NHS Foundation Trust, forming part of the development and adoption of a best practice approach to policy.

Further to this, it has now been agreed in East Lancashire Hospitals NHS Trust that as and when the various HR policies are due to be reviewed, that they are streamlined as much as possible and a 'policy on a page' document is included within each full policy.

Review of Performance Policies continues.

Policy leads in each trust have been asked for their suggestions for the year 3 priority focus areas.

### RECRUITMENT

Results of the Factual References trial in East Lancashire Hospitals NHS Trust have now been received by the Streamlining PMO. Results from Cumbria Partnership are awaited.

Following receipt of all trial results, the factual reference will be implemented in all Trusts in the area, as agreed in 2017. The streamlining PMO will be contacting Trusts to confirm the plan.

Consultation on the proposed NHSi Time To Hire (TTH) measures has now closed, with feedback having been received from trusts in C&L.

Recruitment leads have been asked for their suggestions in regards to the priority focus areas for year 3.

### OCCUPATIONAL HEALTH

The Streamlining PMO is currently arranging a meeting in March '18 to consult 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.

Leads will be contacted to confirm the first meeting date in relation to year 3 plans.

For more information visit our website:

<http://www.workforcestreamliningnw.co.uk>

Alternatively contact the NW Workforce Streamlining Team: [streamlining.nw@nhs.net](mailto:streamlining.nw@nhs.net)