


# Greater Manchester

Issue 14, December 2018

# Streamlining News



Welcome to the December edition of Greater Manchester Streamlining News. We hope you enjoy reading about some of the programme's latest developments, progress in your area and progress in the wider North West.

## GM WORKSTREAM UPDATES

### Policy Alignment Workstream

#### Next Workstream Meeting— 16th January 2019

A Policy Workshop took place on 26th October 2018 with members of the Policy Alignment Workstream, and training leads from the Training Workstream. The group reviewed the Induction & Mandatory Training policy. The final draft has since been cascaded by the Staff Side Chair to the various GM branches, as well as by the PMO to the workstream members. Feedback was received with a few small amendments still to be made. HRDs are being asked to consider policies to be worked on and governance arrangements for this Group going forward at their December Network meeting. Further details will be circulated once decided.

### Occupational Health Workstream

Following a survey which all NW trusts responded to, the decision was taken to proceed with a NW interim solution for sharing immunisation and vaccination records based on the majority vote from the survey which was Process: 'Option 1', KPI: '2 working days' for responding to requests for immunisation and vaccination records. OH Representatives were given until 9th November to put forward any objections to moving forward with this approach. No objections were received.

Further communications and an implementation plan have been sent out to trust OH leads in GM and their respective OH providers with the aim of working towards implementing the agreed NW interim solution by end of February 2019. The PMO will be asking trusts for their contacts so that a list can be pulled together to help other trusts raise queries.

### Recruitment Workstream

#### Next meeting— 12th February 2019

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. 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 are now working on the IAT Factual Reference and are to be added to the BI report by the end of December.

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.

### Training Workstream

#### Next Meeting ..... 24th January 2019

The members last met on 20th November 2018. Progress against the core deliverables for training were reviewed and updated by the group. 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.



## BENEFITS REALISATION

The Streamlining PMO team has been working with a user-led group to ensure that the Benefit Calculator gives us relevant information on benefits but is also user friendly. We are focusing on the core deliverables of the programme which cover Recruitment, Training and Occupational Health.

In **January 2019** the new Benefits Calculator will be sent to all North West trusts for completion with deadlines for trusts to work to so that we are able to effectively report on the benefits of the North West wide programme.

**Webinars** will be held on **15th January 2019** to provide guidance on completion and answer queries trusts may have.

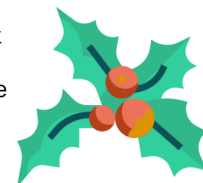
HRDs & DHRDs have been requested to support completion of the Benefit Calculator by their trust.

## SUSTAINABILITY

### POST-PROGRAMME!

Work has been ongoing to identify how the 14 networks that run as part of the North West Streamlining programme will be sustained and moved into 'business as usual' going forward. Each of the 3 areas – Cheshire & Merseyside, Greater Manchester and Cumbria & Lancashire are considering how this can be done and I am pleased to say that 'homes' for some of the networks have already been identified.

More information on this as plans are firmed up but just to highlight that this great programme will not just come to a stop at the end of March 2019 when the existing PMO arrangements cease – we hope that the good work continues across all 3 regions into the future.



## Celebrating Success & End of Year 3 Event

I am delighted to advise that Cheshire & Merseyside were a finalist for the HMPA North West HR excellence award for the 'We work across systems' category. The award ceremony was held on Thursday 22 November 2018 and although a win was not secured, for this North West wide programme, getting 36 trusts to work together to enhance HR practices and to work in collaboration is a huge achievement and the PMO team look forward to working with the North West trusts to take forward as much as possible by March 2019.

In addition to this, on 15th March 2019, the North West Streamlining programme will be holding an end of Year 3 event which will showcase the progress made and hear from each of the 3 sub-regions as to what they have achieved and how the networks set up as part of the Streamlining process will continue post programme.

## North West Occupational Health process agreed!

Occupational Health representatives from the 3 North West sub-regions have joined together to gain agreement on a North West approach to an interim solution to sharing Immunisation & Vaccination information outside of ESR.

A North West process has been agreed upon and Greater Manchester and Cumbria & Lancashire trusts will be adopting the Cheshire & Merseyside process that is already in place with NHS providers. Those trusts who have their Occupational Health service delivered via a private organisation will now need to work with their provider to ensure a consistent approach is rolled out across the whole North West region.



## Memorandum of Understanding (MOU) & Information Sharing Agreement (ISA)

The current position on MOU/ISAs outstanding/returned is:

The MOU/ISA was sent to the HRD of each North West trust in July and was devised to reduce instances of trusts being asked to collect and report the same or similar information from multiple sources. Also, to cover the need to continue to share information to enable collaboration after existing PMO arrangements have ended.

Area/position	C&M	GM	C&L
Returned	11	8	7
Outstanding	7	3	0

If your trust has not yet returned a signed MOU it is requested that you please arrange for this to be returned as soon as possible.

## Programme Board

The next meeting will be held on 7th January 2019 and will focus on:

- \* Progress to date
- \* End of year 3 event
- \* Sustainability from April 2019



## Workstream updates from Cheshire & Mersey

### TRAINING

Those trusts who have not yet aligned their refresher periods to the nationally recommended timescales are urged to continue to focus on this over the coming months. Unless we have a consistent approach across Cheshire & Merseyside trusts will continue to have to spend time manually checking new starter details. Non alignment effects other trusts.

Those trusts who have not yet adapted their new starter process to ensure compliant training is taken into consideration are urged to do so to gain efficiency savings for the trusts and allow new starters to have a better experience when joining their trust.

Well done to all trusts who have completed on the above core deliverables!

### SYSTEMS

The group have reviewed the Registration Authority/Production of Smartcard process and have identified a key element of this is to ensure staff only have to provide I.D. once in the new starter process. Trusts have been asked to review their new starter process and work with other departments in their trust to make this change if they have not already got their new starter process set up like this.

We have asked all trusts to identify which interfaces with ESR their trust is using in relation to the systems their trust uses for HR core transaction. The group have been provided with the current interface document from ESR and are to review whether an interface is available, if their trust is using and if not why not. It should be noted that trusts may be paying for an interface and not realise, so completing this review is key!

### RECRUITMENT

The main focus for this workstream is the move to sole use of Factual Reference. Trusts need to review what they need to do in order to make this change and take learns from other trusts who have already made the move—attendance at workstream meetings is key as this is where representatives can ask questions and gain insight on how others have already achieved this.

### POLICY ALIGNMENT

Starting Salary on Appointment: the task & finish group have worked well on this document and it was reviewed by the wider group at the November meeting. Changes have been made and has been sent out for final workstream review. This group have already completed on TUPE Overarching Principles and Honorary Contract. All trusts have aligned to the C&M Notice Periods for new starters and 9/19 have aligned for existing staff. Well done to all involved!

### MEDICAL STAFFING

This group have completed all the pieces of work they identified they needed to work on at workstream level and the outputs are now with individual trusts to implement. Representatives are encouraged to ensure these pieces of work are implemented in their trust in order to realise the benefits of the work completed.

## Workstream updates from Cumbria and Lancashire

### 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.

### ESTABLISHMENT CONTROL IN ESR

The initial, basic, scoping exercise to ascertain the current use of the establishment control function in ESR confirmed there is variation from trust to trust. This was discussed at the November HRD network meeting. HRDs across the patch agreed for Streamlining to work with our Strategic Resourcing Lead for Lancashire & South Cumbria, to establish membership of the network and next steps.

The focus of this group is on the sharing of best practice, reducing variation and establishing consistency, in support of workforce planning, recruitment, retention and mobility.

### POLICY ALIGNMENT

The final Policy Workstream meeting was held in October. The newly formed 'AfC Contract Refresh' group meeting will continue to progress further changes to policy to meet the requirements of the 2018 AfC Contract Refresh.

Streamlining would like to congratulate our HR and staff side reps on their continued collaboration.

### Core and Essential Skills

All trusts are sharing training information with the exception of one. Plans are in place to complete.

All trusts are now looking to ensure that the training records received via the IAT process are accepted and where in-date statutory and mandatory training exists on the new employees record that they are not asked to repeat it, thus reducing the amount of training that new starters/transfers have to complete. Reported efficiency savings of approx. £4000 have been made within 6 months of implementation, in one trust.

Trusts have been asked to provide information on which modules they are not accepting via the IAT, along with a rationale. This has so far been provided by all but one. Refresher periods outside of the CSTF recommendation have also been provided, again with the exception of one.

Standardised compliance reporting (for statutory & mandatory training)

For more information visit our website:

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

Alternatively contact the NW Workforce Streamlining

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