

# Greater Manchester Streamlining News

## Workstream Updates



**Policy Alignment Workstream**

**Next Meeting—18th July 2018**

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.

Policies for year 3 are being identified, with requests from other workstreams being reviewed, including DBS Update Service, Recruitment, Factual References & a Reasonable Adjustment Passport.

**Recruitment Workstream**

**Next meeting—12th June 2018**

The last workstream meeting was held via a conference call & virtual meeting on 11th April 2018. At the next meeting in June there will be attendance from The Health & Social Care Partnership to discuss Greater Jobs, alongside the standing agenda items.

The PMO are working with Trusts to identify how they are managing the issue and risks associated with “reason for leaving” not currently being included on the FR via IAT.

Further enhancements have been suggested across the NW for improving FRs via IAT, and these were discussed in detail at both the NW & National IAT Enhancement Workshops. Feedback from ESR has now been received and will be considered by the National Streamlining Groups at the end of May.

An escalation paper is being provided to NW HRDs later this month for decisions around the core recruitment deliverable, i.e. responding to & requesting FRs via IAT. Decisions are anticipated by the end of quarter 1.

**Occupational Health Workstream**

**Next Meeting.....9th July 2018 (NW Steering Group)**

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.

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.

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. They have already realised streamlining benefits from this development to date.

**Training Workstream**

**Next Meeting ..... 21st June 2018**

The last Workstream meeting took place on 23rd May 2018. Most GM trusts are recording Core Skills competences in ESR or moving towards this, which enables them to transfer across if staff move to a new trust. An Escalation Procedure with contacts for all NW trusts has been developed so that trusts know what to do if competences are not being received. 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-lfH) Core Skills packages are complete and feedback is being sent to e-lfH.

Some GM trusts have Refresher Periods (RPs) for Core Skills subjects which are not aligned to the recommended National RPs. Trusts are being encouraged to consider aligning as this can save time and make the transfer of competencies via IAT process more efficient.

# Programme Updates

## Year 3 Priorities and Deliverables

Engagement with HRDs is still taking place on the final deliverables for year 3 in each area. We hope these will be finalised by the end of June 18, as soon as they are agreed for all areas, they will be published in the newsletter.

## National Streamlining Update

The National Streamlining Steering Group, including HEE, NHSI and NHS England representatives met on 15<sup>th</sup> May 2018 to consider the priorities and direction of streamlining nationally in 18/19. A further update on progress will be included in next month's newsletter.

The Operational Group met on 29<sup>th</sup> May 2018, they are currently taking forward a number of pieces of work nationally, with support from NHS Employers and NHS Improvement to ensure things are done once nationally where possible, this includes work on:

- \* GDPR guidance and Privacy Impact Assessment (PIA) for streamlining
- \* Consistent 'Time To Hire' measures
- \* Equality Impact Assessments (EIAs)

## End of Year 2 Escalation Paper

The Programme Office team have finalised the report to outline progress against the original core deliverables of streamlining across the North West, which includes escalation of areas not achieved by the original deadline of 31 March 2018. This has been circulated to HRD leads for comments and to considering the best way to take this forward with HRDs in each area.

## Occupational Health Workshop

Planning has commenced for a North West wide OH workshop to explore the options to sharing Immunisations and Vaccinations outside of ESR and the IAT, this is following a national OH workshop, lead by the North East Streamlining Programme, which outlined some good practice and short term options used in a range of areas across the UK.

## Webinars

Plans for the 3 Webinars to take place in June/July are really taking shape, there will be a webinar held for each area (CM/CL/GM), each area will share their successes, experiences and learning with stakeholders from across the region, and potentially other regions too. Dates and details will be shared in next month's newsletter.

## Benefits Calculator Workshop

Following feedback from trusts relating to the Benefits Calculator, trusts were given the opportunity to attend a Benefits Calculator Review Workshop held on the 29th May. Interested stakeholders from throughout the North West came together to review the functionality and value of the current benefits calculator and to look at how it can be further improved, to ensure it captures the benefits of the streamlining programme. The group also discussed ways in which we can help secure a higher return rate in future.

To allow a targeted focus on each workstream, the delegates split into 3 groups to discuss and record their thoughts on the current issues with the calculator and opportunities for improvement. Suggestions were made as to what works well, what needs to be improved and possible benefits to be captured, outside of efficiency savings.



## Workstream updates from Cheshire and Mersey

TRAINING	PREP	RECRUITMENT	OCCUPATIONAL HEALTH
<p>8/18 trusts have now completed the last step of reducing Induction from compliant training details received on the IAT. Models have been produced from those trusts who have already achieved this to show the different ways in which this has been done. It is this last step in the process that will provide trusts with the real benefits of the Streamlining process and we are keen to support those trusts not yet completed to do so as soon as possible.</p> <p>We are also focusing on Refresher Period alignment as if trusts aren't aligned to the National Refresher Period there will always be a need for some manual intervention which we are trying to negate.</p>	<p>We are pleased to announce that Vicki Wilson, Head of HR at Liverpool Heart and Chest has taken up the position of Lead of this group.</p> <p>The good news continues in that the TUPE Overarching Principles agreement has been released for trusts to implement from 1st June.</p>	<p>C&amp;M have been inputting into a national piece of work being carried out on Time to Hire and will be working towards sharing best practice across the 18 trusts in the coming year.</p> <p>Data fields for an ESR system cleanse have been identified so trusts will be working on this over the coming months.</p> <p>The Recruitment group will be linking in with our PREP colleagues to review the Starting Salary on Appointment piece of work.</p>	<p>Work is underway 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. We also welcome Chris Samosa as the new Executive Sponsor for this workstream.</p>
	SYSTEM		MEDICAL
	<p>This group continues to support the other workstreams with technical queries.</p> <p>Task &amp; Finish (T&amp;F) groups have been set up to scope a standardised approach to registration authority and a minimum specification for core HR transactions.</p>		<p>Trust Drs T&amp;Cs are with the BMA for review.</p> <p>The Rapid Induction for short term/out of hours locums has been completed at workstream level and is with trusts to complete/ implement.</p> <p>The Acting Down Policy is with trusts for review.</p>

## Workstream updates from Cumbria and Lancashire

Core and Essential Skills	POLICY ALIGNMENT	RECRUITMENT	OCCUPATIONAL HEALTH
<p>All trusts have aligned to the national core skills training framework refresher periods, with a minimal number of exceptions.</p> <p>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.</p> <p>One trust has reported an approximate £3,000 saving in the first 6 months following implementation. This is expected to increase further as the process embeds.</p> <p>Priorities for year 3 are being established and the group will be advised of the final decision on milestones for the year, in advance of the next meeting.</p> <p>Discussions as to how training compliance is currently recorded and reported began in the April workstream meeting with actions to progress before we meet again.</p>	<p>Policy milestones established in year 2 will continue into year 3, and some additional tasks have initially been identified:</p> <p>The pay award change has been discussed and a further meeting is to be arranged to facilitate further discussion. Protection policies will be shared, along with a format for assessing policies that has proved successful in the area.</p> <p>3/7 trusts have now agreed to use the 'Policy on a Page' format for policies moving forward.</p> <p>A workshop on organisational change and TUPE is to be arranged, to discuss lessons learned to date in this area.</p>	<p>The implementation of the factual reference continues in Blackpool Teaching Hospitals NHS Foundation Trust, East Lancashire Hospitals NHS Trust, Cumbria Partnership NHS Foundation Trust and North Cumbria University Hospitals.</p> <p>The following trusts achieved this milestone in year 2:</p> <ul style="list-style-type: none"> <li>◆ Lancashire Care NHS Foundation Trust</li> <li>◆ University Hospitals of Morecambe Bay</li> <li>◆ Lancashire Teaching Hospitals NHS Trust.</li> </ul> <p>Plans for year 3 of the programme are now close to being finalised.</p>	<p>The Streamlining PMO will be arranging a meeting 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.</p> <p>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&amp;L, as the process the NE are currently using to share I&amp;V data is proving beneficial to organisations and may be something C&amp;L wish to take forward this year, along with or in place of the initial thoughts on the plan for the year.</p> <p>Next steps: PMO to liaise with OH leads and HRDs and deputies to agree the direction for the OH workstream this year.</p>
	<p>For more information visit our website:  <a href="http://www.workforcestreamliningnw.co.uk">http://www.workforcestreamliningnw.co.uk</a></p>		