

# Greater Manchester Streamlining News

October 2018 edition

## Workstream Updates



### Policy Alignment Workstream

**Next Workstream Meeting—tbc**

The Policy Alignment Workstream members last met on 25th September 2018. There was good attendance at the group. The scope of the workstream was a main point of discussion & the policies that have been drafted were also discussed. It has been agreed that workshops will be held in alternate months to the workstream meetings, to increase momentum in developing and/or finalising policies. The next policy to be reviewed at the workshop will be the Induction & Mandatory Training policy.

### Recruitment Workstream

**Next meeting—11th December 2018**

The last meeting took place on 18th October 2018. A number of GM trusts have made additional progress in relation to achievement of the core deliverable, i.e. requesting and responding with a factual reference.

The PMO and the group members are working with ESR and internally within their trusts to test the ESR enhancements re: ‘Reason for Leaving’ being added to the reference template in ESR as well as a flag of any ER information recorded in ESR. An update on this will be provided at the next recruitment workstream meeting.

The PMO are continuing to work with NHS Employers regarding the request for additional questions in the FR template. It is anticipated that a further update will be available at the next meeting.

All trusts present confirmed they were using the CSD calculator which was developed by a GM trust, to enable consistency across GM with calculations relating to continuous service.

### Occupational Health Workstream

**Next Meeting.....7th November 2018, 11-12pm (NW Webinar)**

The NW OH Steering Group met virtually on 2nd October 2018. The results of the recent survey monkey regarding a NW interim approach to sharing immunisation & vaccination records, which was completed by NW trusts & OH providers, was discussed in preparation for the OH NW Webinar on 7th November.

The PMO can confirm that there has been 100% response rate to the survey monkey, i.e. every trust has put forward their preference for a NW interim approach. Thank you to everyone who took the time to contribute to this.

The PMO, working alongside the OH Steering Group Leads, are now preparing the webinar for 7th November 2018. Calendar invites have been sent out to all OH Representatives within GM. If you are unable to attend, please ensure alternative arrangements are in place for someone to deputise as decisions will be made regarding the interim approach for sharing immunisation & vaccination records on the webinar.

We look forward to welcoming you on 7th November. If you have not received a calendar invite, please contact [streamlining.nw@nhs.net](mailto:streamlining.nw@nhs.net).

### Training Workstream

**Next Meeting ..... 24th October 2018**

The members last met on 24th October 2018. We welcomed Mike Winstanley & Dave Bromilow to the meeting who presented on updates to ESR covering IAT enhancements. Progress against the core deliverables for training were reviewed and updated by the group. A mop up Assurance Workshop for Resus is planned to take place on 10th November, and buddying up arrangements were finalised to facilitate outstanding trusts giving & obtaining assurance on other CSTF training. Competency proficiency levels were discussed and those trusts present proposed that GM should record them as “non-assessed”, which would align to Cheshire & Merseyside. In light of the new CSTF document released this Autumn, trusts agreed to review their self-declared alignment to the framework.

**PMVA**—The group met on 1st October 2018 to review progress against the milestones & work is underway to progress with these. The next meeting is planned for 5th November.

**Dementia**—The group met on 9th October 2018 & discussions regarding what to include in the GM e-learning for Dementia took place. The Chair of the group is now scoping the potential new e-learning package with the e-learning developer.

# ESCALATION Paper – achieving the core!!

## Escalation Report – Core Deliverables

The Escalation Report was sent to HRDs in July. This document detailed the core deliverables set out at the start of the North West Streamlining Programme for Recruitment, Training and Occupational Health. PMO are tracking and chasing responses for each sub region. Unfortunately, there are still several trusts that have not yet responded.

We need to ensure trusts are achieving the core deliverables by 31<sup>st</sup> March 2019. Non-achievement will have an impact on other trusts as information is not flowing around the system effectively and staff are not benefiting from improved processes.


The PMO team are tracking trusts status and asking for evidence from trusts before final sign off of status – this is to ensure we have a formal track of evidence of completion.

### Occupational Health - North West focus


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

A webinar is being held on Wednesday 7<sup>th</sup> November 2018 to bring together our Occupational Health colleagues to review the outcome of a survey the PMO team sent to all North West trusts, which all 36 trusts have now responded to. This survey was carried out to gain feedback on process options put forward from the Cheshire & Merseyside and North East regions who already have an interim solution in place, and to gain agreement on KPIs for the North West Occupational Health process.

The North West HMPA awards have been set up to celebrate good practice in HR. Two nominations were put forward for these awards from the North West Streamlining programme – one for the overall North West programme and one for the Cheshire & Merseyside collaboration. I am delighted to advise that Cheshire & Merseyside have been shortlisted for the ‘We work across systems’ category and they will find out whether they have won on Thursday 22nd November 2018.



Whether a win is secured or not, for this North West 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. At which point, we hope the three regions will be able to integrate the fantastic networks that have been set up as part of the programme to be able to continue the good work into the future.




### Programme Board

The focus of the strategic Streamlining Programme Board was on the 4 programme priorities which are:

1. Achieving the core deliverables of Streamlining.
2. Prioritising and achieving the non-core milestones in the 3 sub regions.
3. Realising and evidencing the benefits of streamlining.
4. Sustainability planning and transitioning to full local ownership for streamlining.

The three sub regional Streamlining HRD Leads (Heather Bebbington – C&M, Andrea Anderson – GM, David Wilkinson - C&L) will be working with the HRD network for their area to push forward progress on the Streamlining programme deliverables and gain agreement on the sub regional sustainability plans.

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.



The PMO team will also be working with the group to identify best ways of trying to capture the intangible benefits – such as new employee experience. Once everything is completed 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.

The Benefit Calculator is expected to be sent to trusts in November and HRDs are requested to support completion of this by their trust.

### 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 advised 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.

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.

## Workstream updates from Cheshire & Mersey

### Training

Progress is being made on CSTF alignment and use of ESR IAT by trusts –17 out of 18 trusts have achieved these milestones.

Trusts are continuing to work towards the national recommended refresher periods and the non repetition of training when staff move from trust to trust.

Evidence is being gathered to build an audit trail of all the achievements made by trusts and some inspiring success stories are being depicted.

Shout out: Thanks to all the members who consistently attend workstream meetings and an encouragement to others to keep up the momentum.

### PREP

Honorary Contract: completed at workstream level and sent to all 18 C&M trusts for internal governance before implementation.

Starting Salary on Appointment: a Task & Finish group are reviewing the final amends, with a final review being held at the workstream meeting in November.

Shout out: Applause to this group for maintaining a constructive relationship amidst contentious matters.

### RECRUITMENT

Factual Reference: 6/18 trusts have now been identified as moving or have moved to sole factual reference. The blockers to this process/systems are being identified and unpicked to enable more trusts to make the move.

Time to Hire: the group have identified the staff group most hard to recruit and will pilot the application with a focus on the efforts to getting 'bums on seats' soonest.

Values Based Recruitment: session is planned later in the month to explore assessment options.

Shout out: Thanks to all the members who consistently attend workstream meetings and an encouragement to others to keep up momentum.

### OCCUPATIONAL HEALTH

Trusts are considering the 2 options to transferring imms and vacs for a best fit to be applied. The group has streamlined the management referral process with all member trusts using the same form and reporting KPIs. Some trusts are trialling the cleansing of existing imms and vacs information which will ease the transfer process when an agreement is reached.

### MEDICAL STAFFING

Trusts are encouraged to review the Acting Down Policy and how it would affect their trust for example on pay rate & current process. Trusts should have now implemented the Rapid Induction template which has been agreed at workstream level. The Trust Doctors Terms and Conditions has been circulated to all trusts for review following BMA contribution.

### SYSTEM

Data collection on systems used for core HR transactions and interfaces with ESR. Registration authority processes have been reviewed and the group are sharing best practice.

Shout out: Thanks to Damian Byrne from North West Boroughs for accepting to lead this workstream in its final stage.

## Workstream updates from Cumbria and Lancashire

### Core and Essential Skills

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

All trusts are now looking to ensure these training records are being accepted and where in date stat and mand training exists on the new employees record that they are not asked to repeat it. Reported efficiency savings of approx. £4000 are being 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 if any, along with a rationale. Any training with refresher periods outside of the recommended CSTF refresher periods are also to be forwarded to the Streamlining PMO for consideration.

The next meeting hopes to have all information from trusts to enable a full discussion as to how to standardised compliance reporting across the patch for statutory and mandatory training.

### POLICY ALIGNMENT

As of the last meeting held in September, the policy workstream will continue with its main focus on the Pay Deal/Contract Refresh and related work, to establish a common approach to addressing associated change.

A recent TUPE in the patch saw positive results around consultation, engagement and transfer and some trusts have now shared lessons learned. An MOU for staff working across organisations is to be finalised. Grievance and resolution discussions continue.

Streamlining congratulate our HR and staff side reps in the patch, on their continued collaboration, which has resulted in some great progress being made across a number of priority areas.

### OCCUPATIONAL HEALTH

The September workstream meeting saw trust OH reps gather to discuss and agree the next step in implementing a secure, 'interim' process for sharing the immunisation and vaccination status of new starters and transfers into the trust. The group agreed to a North West approach, to be agreed across all 3 sub-regions, paving the way for a standardised, streamlined process and enabling maximised benefits for individual staff members and trusts.

### RECRUITMENT

The Implementation of the factual reference (template change in current systems—Trac/NHSJobs) continues in trusts that have not yet achieved this milestone. The Streamlining PMO continue to provide support where possible and trusts are encouraged to liaise with those that have managed to implement, to share learning and help overcome issues locally.



For more information visit our website:

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

Alternatively contact the NW Workforce Streamlining

Team: [streamlining.nw@nhs.net](mailto:streamlining.nw@nhs.net)

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