



## Meeting of the North East Strategic HR Forum

Tuesday 26 November 2019 (2.00pm)

County Durham and Darlington Fire and Rescue Service  
Service Headquarters, Belmont Business Park, Durham DH1 1TW

[Link to Venue details](#)

### A G E N D A

1. Welcome and Introductions
2. Fleet Solutions Salary Sacrifice Scheme follow-up  
Jason Coleman, National Account Manager, NHS Fleet Solutions / Home Electronic Solutions
3. Health and Social Care Integration  
Sarah Kilner, Programme Manager, NE&NC Great Place to Work Delivery Board
  - a) Great Place to Work Delivery Board (see attached Briefing Paper, November 2019)
  - b) Integrated Care Systems Project (see attached Proposal)
4. Informal networking
5. National Update with Jon Sutcliffe (LGA) including national pay update; implications of the outcome of the general election; exit payments cap.
6. Membership of NESHRF from Combined Authorities
7. Term Time Only Pay Calculations
8. Menopause Policies
9. Any Other Business

# Join our Journey

North East and North Cumbria

## Heads of HR

### Great Place to Work Delivery Board: Briefing Paper November 2019

#### Summary

Items for information:

- NE&NC workstream membership - changes and expansion.
- Programme Planning & Workstream Scope
- National Update – Resources & Terminology to be clearly defined.
- Transferring training beyond statutory and mandatory

Items for Heads of HR Decision or Action:

- Dedicated resource to support implementation in Local Authorities.

#### For information: NE&NC GPTW Workstream Membership

There have been a number of changes to membership of the six Great Place to Work Delivery Board (GPTW) workstreams. This includes three of our local authorities who have, so far, nominated representatives for three of the workstreams;

- Equality, Diversity & Inclusion
- Health & Wellbeing
- Flexibility of Employment

Regional Trade Union representatives who represent their North East & North Cumbria Social Partnership Forum colleagues have also agreed to be members of the above workstreams. One example of how this has enriched the conversation is in making direct connections between UNISON's Young Ambassador Programme and championing the work of the Equality, Diversity & Inclusion group.

Acknowledging that system level delivery is different to working within an organisation, workstream members will be supported to ensure that they have the confidence and authority to progress the agreed work within their own organisations.

Discussions are taking place, alongside NEREO, to ensure that there continues to be local authority representation at the Delivery Board.



## For information: Programme Plan & Workstream Scope

All six workstreams have now agreed some objectives to deliver within this financial year; many of which are transactional in order to be achievable within a short timeframe for newly formed groups. Some of the objectives may not be applicable to all members, but may be specific to national (NHS) objectives to deliver for several organisations, for example, with members identifying the merit of joint working initiatives. This will be managed either outside of the workstream sessions or members will be able to self-identify when an agenda may not be applicable to them.

The Flexibility of Employment workstream is arguably the most complex. The process of scoping and identifying best practice continues including identifying processes already working within the system whereby individuals are employed by one organisation and hosted by another without a specific need for individual honorary contracts. The aim would be to scale up some of those processes. One example of this is a pilot focused on a small group of staff, which identified challenges specific to transferability of statutory & mandatory training and DBS certification. These issues have been discussed by NHS HR Directors who have asked that the work continued within set parameters and exception reporting. It is anticipated that the scheme will then roll out to other staff groups across the system.

Further planning will now take place for the next 3-5 years to incorporate themes and connectivity with the wider ICS work pieces. Due to the ongoing scoping exercises in each of the workstreams we will have a more informed understanding of both best practice and organisational readiness to help inform the planning of the coming years. On this basis, there will be a greater focus on strategic priorities. Workstream members have been invited to share their views on the suggestions and to make connections with colleagues within and outside of the workforce element of the ICS. The suggestions, in their draft form, will be shared with both HR Directors / Heads of HR for their input.

In response to queries from local authority partners specific to the remit of the three transactional workstreams; a legacy of a previous programme of work; views in terms of extending the work to include local authorities are invited.



GPTW Workstream  
Objectives 19 20.doc

## For information: National Update – Resources & Terminology

NHS England along with their partners NHS Improvement are the national organisations which have been tasked to deliver the NHS People Plan. Whilst the title of the plan and that of the organisations may suggest that their work is health-specific only, they provide resources which assist regions to deliver within their Integrated Care Systems. Many of the resources can be re-packaged to help it to be meaningful at a local and organisational level.

An enabling staff movement toolkit has been released, which has been developed alongside trade unions. The toolkit contains useful practical guidance on employment law factors and template sharing/agreement documents. It is noted that terminology used by national partners can cause confusion; enabling staff movement, streamlining and passporting used sometimes interchangeably. To avoid misunderstanding, this issue has been raised nationally to gain one, national, clear definition of each. For context purposes, 'passporting' refers to staff who remain in their current employment and have portability and temporary working arrangements across organisational boundaries in the system. Streamlining refers to an NHS programme when staff move between employers.

<https://improvement.nhs.uk/resources/enabling-staff-movement-toolkit/>



## For information: Transferring training beyond statutory and mandatory

As a result of the previous streamlining programme, most of the NHS partners in the North East & North Cumbria have aligned to the national Core Skills for Health Framework (CSTF), to ensure that statutory and mandatory training delivered meets national core competencies. In addition to this, eLearning modules are freely available and accessible via an internet enabled platform to better support completion of this training saving time and money on traditional face to face delivery methods. Training is therefore transferrable between organisations aligned to the framework if a member of staff begins in a new post in another NHS organisation.

To extend and implement principles of transferring training, NE&NC HR Directors have this month agreed to extend the training which can be transferred, further improving the experience of staff;

- Prevent
- Care Certificate
- Prevention & Management of Violence & Aggression
- End of Life Care
- Dementia

\*The caveat being that Mental Health Trusts require additional training and will only accept PMVA obtained within another Mental Health Trust.

Additionally, there are 8 modules which Doctors in Training can now transfer being extended to other clinical staff groups; Blood Transfusion, Consent, Death Certification, Mental Capacity Act, Record Keeping, Risk Management, Safe Prescribing and Venous thromboembolism. All of these (introductory level) competencies can be achieved through freely-available eLearning modules.

As part of the 3-5 year planning, there is an opportunity to extend the remit of this group to include a clear understanding of the scope of the Skills for Care Framework, particularly the parallels between the national frameworks ahead of consideration of replicating other transferrable training competencies where they are applicable to Social Care.

## Dedicated Resource – Local Authorities – Invitation for expressions of interest

Alongside NEREO, support requirements to implement the work of the GPTW programme is being explored specific to Local Authority partners. An agreement has been made for funding to be provided by the programme for the current financial year with a remit to;

- establish further local authority participation in the GPTW programme
- understand each local authority's priorities, support needs and state of readiness
- propose collective resource needs together with a clear role/s definition and funding model

Discussions are taking place as to how this work is undertaken in both this and future years. On this basis, **expressions of interest from HR team members who may have an interest in supporting or learning more about the wider system are welcome.** To support this to happen, consideration will be given to fund backfilling of posts or specific operational duties for any individuals who can be supported to progress with this work up to March 2020.

Sarah Kilner, *Programme Manager, Great Place to Work Delivery Board*



## **Integrated Care Systems Project Proposal**

### **Background**

Following a conversation between myself, Mick Brodie (Director, NEREO) and Sarah Kilner (Programme Manager for the Great Place to Work Programme, NHS) I have been asked to put forward this proposal for supporting local authority engagement with the Integrated Care System (ICS).

The main needs identified are:

- 1) Understanding the nature and scope of current engagement
- 2) Identifying barriers to engagement
- 3) Identify what is needed to unblock and move local authorities forward next year.

### **Reporting:**

On an ongoing basis I will be in touch with Sarah, and will meet with her once a month to give a progress report.

### **Delivery:**

I will initially make contact with national colleagues, Jon Sutcliffe and Nigel Carruthers, who are leading on this on behalf of local authorities in England and Wales. This will be to explore national strategic thinking and what sort of encouragement/support they can exert on colleagues locally. And, also with Gillian Bishop in the North West as they have many years' experience through the Greater Manchester Authority.

Then, I will meet with those colleagues who are already engaging with the programme to some extent. Graham Fells and three others are actively engaged with particular work streams. Find out why they've engaged and what advantages they are finding. It would also be useful to attend some or all of the six workstream's meetings to get a full picture of what is being done.

Finally, I will meet with all Heads of HR and all Heads of Adult Care to explain what is happening and get their views on why there is so little engagement at this time; what their perceived barriers are; and what might help to move on.

Towards the end of the financial year, I will produce a report outlining my findings and making suggestions as to how this can be moved forward; removing barriers; identifying quick wins; universal needs; and finding a common language. Additionally, I will outline a job role/person spec for moving the project forward in 2020/21 and beyond.

**Project Start date:** 11 November 2019

**End date:** 27 March 2020

18 weeks

(2 Christmas weeks to be disregarded)

### **Projected Hours:**

Initial desktop research	8 hours
Meetings with Sarah	10 hours
Attending ICS meetings, if possible (7 workstreams)	21 hours
Meetings/videoconferencing with national colleagues	12 hours
Meetings with engaged colleagues	8 hours
Meeting Mick	4 hours
Meetings with Heads of HR and Adult Services	48 hours
Report and recommendations	24 hours
<b>TOTAL:</b>	<b>135 hours</b>

**So - approximately 1 day per week.**

**I will keep a record of time and expenses; to be submitted monthly.**

**Jill Rouse** – Jill worked in the Public Sector for thirty-eight years before taking early retirement in 2016. She now runs her own learning and development consultancy; is an Associate of North East Regional Employer's Organisation; and has a successful catering business, Much-A-Do.