

Appendix 1

Actions from the November 2018 workforce review

Action	Update	Lead	RAG
Strengthening the support available to services to enable them to develop a 3-5 year strategic workforce plan and supply routes. This will include appointing to a new role of Workforce Planning and Supply Adviser;	Interviewed w/c 29 April	Jacqui Wynn	
Services will review their future roles requirements and use this to inform their apprenticeships, skill mix and staff development plans;	Ongoing and further planned as part of the May 2019 Workforce review/ planning	Service Directors	
An open and inclusive advertising recruitment and selection process for internal applicants for apprenticeship will be introduced;	In place with support from Education and Recruitment teams	Jacqui Wynn / Becky Wimblton	
We will continue to work with CPFT on the mental health and wellbeing and wider children's services partnership and support staff to work across our organisations;	HR team supporting with practical writing a protocol on managing staff across 2 organisations	Lara Challinor	
We will promote widely the flexible benefits of working for the Trust including in senior roles;	Reviewed Retirement policy to including greater empathises on supporting flexible retirement and retire and return.	HR/ Recruitment team /service leads	
We will engage with NHS Improvement to fully understand the new activities/initiatives that they have identified that can reduce sickness absence rates	Using the NHS Workforce Health and Wellbeing Framework produced by NHSI	Lara Challinor	
We will roll out our mental health wellbeing programme of work and look to understand more fully what additional support we could put in place to support staff who are suffering for stress or anxiety whether work related or otherwise;	Review undertaken and completed following the staff feedback from the Wellbeing week in 2018. Embedded in LLW agenda and Lead undertaking bespoke training in teams with identified needs and planning in progress for a training session as part of the trust manager's development programme and on our leadership programmes. Supporting staff with stress and stress audit tool / guidance revised, for ratification in June 2019. 2019 mental wellbeing week 13-17 May	Angela Hartley	
We will review recruitment hot spots and introduce RRP where there are real issues, including for back office and support roles;	ongoing including consideration of "Golden Hellos "		

We will support staff during service redesign in Luton Adults;	ongoing		
We will identify, procure and start to implement the roll out of e-rostering and e-scheduling	Provider and programme lead appointed and implementation plan underway	Anne Foley	
We will continue with our bespoke leadership development programmes that are wrapped around our service redesign programmes of work	Ongoing and close working workforce and service redesign teams and integration with leadership development role transferring into Training and Education team for peer support and to eliminate duplication.	Amy Edwards/ Angela Hartley	
We will scope the use of RRP's to attract dental nurses and the Future use of apprenticeship in dental services	Ongoing, RRP's not currently the answer and skill mix ongoing	Glenn Johnson / Jacqui Wynn/ Julia Hallam Seagrave	
We will support staff in the children's in patient ward and SCBU as the transfer employment to NWAFT	Transfer successfully completed	John Peberdy/Nicola Sturgeon	
We will look to survey new members of staff after 6 months and 12 months and look to link all new starters with a buddy for their first year;	Scoped and implementation planned for summer 2019.	Lara Challinor	
We will implement BME representation on interview panels where BME applicants and shortlisted;	In place in Luton and Corporate and roll out in 2019	Lara Challinor/ Becky Wimbledon	
We will review the requirements of 'Developing Workforce Safeguards' and put in place the necessary action to meet these	Ongoing	Julia Curtis	
We will review a range of options to encourage staff to join the bank or work extra hours in key areas and or to introduce a friend, building on our use of similar in the past.	Movement to weekly pay planned when payroll can implement, option to enrol or new staff on the bank at appointment to be implemented. Wider review of bank due in the November 2019 bi annual workforces reviews	Service Directors Finance and HR Teams	