

EDS Goal 3 staff grading event 16 May 2017: Summary of findings / themes and recommendations

No.	Theme/subject	Response/action	Action date / lead
	Process actions		
1.	Present EDS findings/ recommendations to Exec team (internal report) via governance route: ODC meeting in Common; Governing Body in common.	Full internal EDS Goal 3 staff grading report to Exec team, than ODC in Common 25 July 2017 meeting by Caroline Lawrence.	CL
2.	Continue to improve robustness of workforce applicant and shortlisted data	MLCSU will going forward, provide demographic data on our applicant pool at no additional charge	CL
EDS Outcome 3.1 Fair NHS recruitment and selection processes lead to a more representative workforce at all levels			
3.1.1	Inclusive ways of working: Include a welcome statement on all CCG job adverts e.g. "CCGs are committed to fair recruitment and selection practices and want to encourage a broad pool of diverse job applicants. Applicants are welcome from all sections of our local communities. Applicants who meet all the essential criteria and / or declare a disability, will be offered an interview. Please advise CCGs in advance if you require reasonable adjustments at interview."		CL
3.1.2	Widening the local job applicant pool: Use NHS Membership to alert jobs. Link in with Communications Team to put vacancies in GP newsletter.		CL/AC
3.1.3	Think about 'Open Days' for recruitment (use to alert about vacancies and to recruit to Membership) link to other 6 CCGs.		CL
3.1.4	CCGs should provide some additional guidance on how to fill in an application.	CCGs to develop Guidance for Applicants to include the new behaviours and values, so that applicants can tailor their applications.	CL
3.1.5	Job descriptions and person specifications may potentially over complicate. Standard templates are currently in use with very strong criteria. CCGs should review content for all job description and person specifications for inclusion to all. Suggest fewer essential criteria in person specs.	The CCGs have developed standard wording for job adverts including the benefits of working for the CCGs.	CL/JA

		Selection process including simplification of person specs where possible. Equality & Inclusion BP to be involved.	
3.1.6	CCGs to ensure that all shortlisting panel and interview panel are trained in interviewing skills and unconscious bias.	Interview panels should be mixed between the recruitment department and others/HR Equality & Inclusion BP to do a spot check audit.	CL/JA
3.1.7	Local involvement in our CCGs: Get involved with our local schools Engage with school leavers / colleges to give back to the community on how to complete application forms, interview practice.	CCGs have recruited two new apprentices working closely with Newcastle under Lyme College. Separate work experience programme	CL
EDS Outcome 3.2 The NHS is committed to equal pay for work of equal value and expects employers to use equal pay audits to help fulfil their legal obligations			
3.2.1	Ensure new recruits starting salaries are correct	Head of HR involved in all salary offers on appointment	CL
3.2.2	Some groups of staff are disproportionately represented at lower and senior level	Positive action statement - encourage appropriate applications across the pay bands	CL
3.2.3	Process for pay band requests need to be established.	Develop CCG re-banding policy.	CL
Outcome 3.3 Training and development opportunities are taken up and positively evaluated by all staff			
3.3.1	Building training and development feedback into the appraisal process.	Training and Development policy drafted. Feedback included on appraisal process.	CL
3.3.2	Understanding training availability	Health Education England training is free. Statutory and mandatory training must be completed. Promote message to managers about equality of opportunity for training for all staff.	CL
3.3.3	Periodic HR drop-in sessions.	Made available on a different floor - for confidentiality reasons which could help	CL

		staff understand training and development opportunities.	
3.3.4	Training Prospectus requested	Workstream / training pathways available in OD Plan and Strategy.	CL
3.3.5	Training is not routinely evaluated by staff	Training and Development plan to include evaluations of staff experiences and how the learning is cascaded.	CL
Outcome 3.4 When at work, staff are free from abuse, harassment, bullying and violence from any source			
3.4.1	Grievance policy. Staff feel that they always have to use the policy even if informal.	Develop a how to support guide and what are the alternatives to consider	CL
Outcome 3.5 Flexible working options are available to all staff consistent with the needs of the service and the way people lead their lives			
3.5.1	Monitor flexible working and decision making so decision making is seen to be transparent.		CL
3.5.2	Technology issues, not all staff have access to laptops		FF/LE
Outcome 3.6 Staff report positive experiences of their membership of the workforce			
3.6	Disability declaration by staff. Develop explanation of what is disability and why staff should declare.	New data cleanse for 17/18	CL/JA

Approved by Governing Body in Common NSCCG and SOTCCG 7 November 2017.