

Issue 40 – 1 June 2006

**Welcome to the latest edition of NHS Employers' workforce bulletin. Our regular e-mail bulletin communicates the important information about HR and workforce policy.**

**We welcome your feedback on the bulletin and your thoughts and ideas about how to make it better.**

**Comments about this bulletin:** If you have any comments about this bulletin, please e-mail them to [nhsworkforcebulletin@nhsemployers.org](mailto:nhsworkforcebulletin@nhsemployers.org)

**E-mail details:** To amend your contact details, please send them to [nhsworkforcebulletin@nhsemployers.org](mailto:nhsworkforcebulletin@nhsemployers.org)

**Web details:** [www.nhsemployers.org](http://www.nhsemployers.org)

Over the coming months there will be substantial development of our website. You will notice new materials produced by NHS Employers as well as relevant literature and materials previously produced by the Department of Health and the NHS Modernisation Agency in work areas that have now transferred to NHS Employers.

## **NHS Workforce bulletin information**

The next issue, Issue 41, will be circulated on 14 June.

This edition and previous editions are available on the NHS Employers website in the publications section:

[www.nhsemployers.org/restricted/downloads/listings1.asp?pid=314](http://www.nhsemployers.org/restricted/downloads/listings1.asp?pid=314)

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## 1. NHS Employers – assembly exchange

We have published two assembly exchange bulletins in the last fortnight (issues 41 and 42) which include details of how to get involved in:

- improving the pay review process
- shortage occupation list - nursing and midwifery
- large scale workforce team projects

The bulletins also contain information about:

- measuring the patient experience
- gender equality duty
- GMC/employers reference group
- pay reform to systems improvement

The bulletins can be viewed at [www.nhsemployers.org/restricted/downloads/listings1.asp?pid=313](http://www.nhsemployers.org/restricted/downloads/listings1.asp?pid=313)

## 2. NHS Employers - pay circular (AforC) 1/2006

On 25 May, NHS Employers published *Pay circular (AforC) 1/2006*. This circular informs NHS employers of the changes with effect from 1 April 2006 to the national pay and conditions for the staff covered by the Agenda for Change agreement and is available at [www.nhsemployers.org/pay-conditions](http://www.nhsemployers.org/pay-conditions)

Enquiries should be directed to [agendaforchange@nhsemployers.org](mailto:agendaforchange@nhsemployers.org)

## 3. NHS Staff Council - unsocial hours joint progress report

The sub-group of the NHS Staff Council reviewing unsocial hours payments has begun reviewing the initial results from testing the available options. In order to build a firm foundation for negotiations, the Council is conducting a full and thorough joint examination. The aim is to develop a single option which can be piloted in selected NHS organisations before trades union consultation and implementation, most likely now in April 2007.

The sub-group is looking for NHS organisations who would consider taking part in a pilot. No organisation will be asked to make a decision about its involvement until full details of a proposed new system are known.

If you are interested in taking part in a pilot and would like further information about what this involves please contact Max Liversuch on 0113 306 3082 or at [max.liversuch@nhsemployers.org](mailto:max.liversuch@nhsemployers.org)

## 4. NHS Staff Council - Agenda for Change – information on Job Evaluation Scheme

The NHS Staff Council's Job Evaluation Group has published advice for Trusts on embedding the NHS Job Evaluation Scheme into mainstream HR and management processes, and on local review procedures.

*Mainstreaming Job Evaluation* provides information for trusts in applying the Job Evaluation scheme to new and changed roles and advice on ensuring that sufficient expertise on the operation of the scheme is retained within organisations. It is available at

[www.nhsemployers.org/restricted/downloads/download.asp?ref=884&hash=170c944978496731ba71f34c25826a34](http://www.nhsemployers.org/restricted/downloads/download.asp?ref=884&hash=170c944978496731ba71f34c25826a34)

*Guidance on Review Procedures* has been produced by the Group in response to increasing numbers of queries and requests concerning local review procedures. It offers advice on good practice in handling review requests and carrying out formal and informal reviews of job evaluation outcomes. It is available at

[www.nhsemployers.org/restricted/downloads/download.asp?ref=895&hash=20aee3a5f4643755a79ee5f6a73050ac](http://www.nhsemployers.org/restricted/downloads/download.asp?ref=895&hash=20aee3a5f4643755a79ee5f6a73050ac)

For further information please visit [www.nhsemployers.org/pay-conditions/pay-conditions-781.cfm](http://www.nhsemployers.org/pay-conditions/pay-conditions-781.cfm) or contact [agendaforchange@nhsemployers.org](mailto:agendaforchange@nhsemployers.org)

## **5. Primary Care Contracting - Measuring the patient experience**

Last week, Primary Care Contracting (PCC) published initial guidance to help PCTs and GP practices prepare for implementation of the national patient experience survey. The patient experience survey is being introduced as a result of an agreement reached on stage 1 of the review of the General Medical Services contract by NHS Employers and the General Practitioners Committee of the British Medical Association.

The survey links general practice awards for delivering directed enhanced services for Access and Choice to patients' experiences and will provide a measure of practices' achievements in delivering to patients improved access to general practice services and offering a choice of secondary care provider. Timescale for implementation is planned for quarter 4 of 2006/07 in order for payments to practices to be made in quarter 1 of 2007/08.

The briefing is available at [www.primarycarecontracting.nhs.uk/uploads/medical/may\\_06\\_updates/pes\\_brief\\_v\\_3.1.pdf](http://www.primarycarecontracting.nhs.uk/uploads/medical/may_06_updates/pes_brief_v_3.1.pdf)

## **6. Council for Healthcare Regulatory Excellence - maintaining & promoting effective boundaries between patients and professionals**

The Council for Healthcare Regulatory Excellence (CHRE), the regulatory bodies, DH and voluntary sector are working collaboratively to produce guidelines for health employers on preventing, detecting and managing sexual boundary violations. CHRE is carrying out this project in response to the Ayling, Kerr/ Haslam and Peter Green Inquiries where health care professionals sexually abused patients. The project aims to protect patients, the public and health professionals by introducing measures to:

- minimise inappropriate sexual behaviour on the part of healthcare professionals and employees;
- improve management processes to detect and deal with alleged sexual abuse, in whatever form it presents;
- support healthcare professionals in managing inappropriate sexual behaviour by patients and the public.

CHRE needs experienced HR professionals to participate in e-mail forums, e-networks and discussion groups to develop the guidance for employers. NHS Employers also has an experienced HR professional on the Project Board. CHRE welcomes experience from all areas of the healthcare service. The project will run until May 2007, but you can contribute on a one-off or a continuous basis - whatever suits you.

For further information please email [boundaries@chre.org.uk](mailto:boundaries@chre.org.uk) or telephone Bamber Postance on 07834 000035.

## **7. DH - Occupational Health Services Stakeholder Group (Gateway reference 6624)**

DH has set up a stakeholder group to look at NHS Occupational Health (OH) provision and services focusing on quality and customer need. Improving the Delivery of OH services in the NHS supports the Health, Work and Wellbeing Strategy and is a key strand of the Choosing Health White Paper published in November 2004. The project will bring together the development of evidence based guidelines on OH and measures to ensure that services are of a consistently high quality.

The DH is seeking nominations from the following groups:

- customers of OH services, including CE's Operations Directors and HR Directors across acute/MH/PCT services
- front line manager users of OH services
- NHS OH Business Managers
- Staff council members who have used OH services

For further details or to nominate yourself or a colleague please contact Keith Johnston at [Keith.Johnston@nhspartners.org.uk](mailto:Keith.Johnston@nhspartners.org.uk)

## **8. NHS Security Management Service - briefing**

In May 2006 the NHS Security Management Service (NHS SMS) produced a briefing on its role. The NHS SMS has overall responsibility for all policy and operational matters related to the management of security within the delivery of NHS services.

To access the briefing for HR managers please visit [www.nhsemployers.org/files/letter\\_nhs\\_sms\\_hr\\_manager.pdf](http://www.nhsemployers.org/files/letter_nhs_sms_hr_manager.pdf)

To access the briefing for Foundation Trusts please visit [www.nhsemployers.org/files/letter\\_nhs\\_sms\\_ft\\_manager.pdf](http://www.nhsemployers.org/files/letter_nhs_sms_ft_manager.pdf)

## **9. NHS Employers – ‘18 week wait’ large scale workforce change programme**

NHS Employers’ large scale workforce change team is rolling out a programme for NHS trusts in England that are looking to redesign services to enable patients to be seen and treated within the 18 week target. The programme runs from August 2006 to June 2007 and applications will be accepted from English trusts (either individually or as a group). For further information, please visit [www.nhsemployers.org/workforce/workforce-1042.cfm](http://www.nhsemployers.org/workforce/workforce-1042.cfm)

## **10. NHS Jobs and the Electronic Staff Record – joint statement**

On 31 May, NHS Jobs ([www.jobs.nhs.uk](http://www.jobs.nhs.uk)) and the Electronic Staff Record (ESR) programme ([www.esrsolution.co.uk](http://www.esrsolution.co.uk)) published a joint statement explaining how the two systems link together and share information. The statement provides information to help trusts develop an effective integrated electronic recruitment process using both systems. For a full copy of the statement, please see: [www.nhsemployers.org/nhsjobs](http://www.nhsemployers.org/nhsjobs) or [www.esrsolution.co.uk](http://www.esrsolution.co.uk)

For further information contact the NHS Jobs team via [nhsjobs@nhsemployers.org](mailto:nhsjobs@nhsemployers.org) or call 0113 306 3035 or the ESR team via [communications@esrsolution.co.uk](mailto:communications@esrsolution.co.uk)

## **11. Electronic Staff Record and the Registration Authority – ESR registration project**

In March 2006, the Electronic Staff Record (ESR) and the Registration Authority (RA) began a joint project to look at the synergies between HR processes (supported by ESR) and the registration process.

The joint project will be a two stage process; firstly to establish whether there are any synergies between the processes which could enable a reduction in duplication of effort and free up resources, and secondly to identify any IT solutions which could help enable employees to work more efficiently.

Ensuring that the service has a chance to contribute to this review and knows about the changes and timescales is critical to its success. The Review is looking for appropriate staff to join the project team to ensure that service views are considered. Being a member of the project team will not necessarily require attendance at meetings as an email reference group will be established. The joint project board which has representatives from ESR, RA and the HR community, meets once a month. The project is likely to be completed by October 2006.

For further information and to get involved please contact Clare Armour at [clare@bighat.org.uk](mailto:clare@bighat.org.uk)

## **12. NHS Careers – request for case studies**

The NHS Careers team are looking for case studies of individuals working at board level in the NHS who have moved into their current position from the private sector. These case studies could be used in the media, on the NHS Careers website or in NHS Careers literature. In particular, The Times have started a regular column that looks at high level individuals with this sort of background and it would be extremely good for NHS Careers if we were able to put several different candidates forward as case studies.

If you are interested in acting as a case study or if you have colleagues who may be suitable please contact Bev Bailey in the NHS Careers Public Relations office at [BevBailey@compuserve.com](mailto:BevBailey@compuserve.com)

### 13. Events

#### **The NHS Confederation Annual Conference and Exhibition 2006**

The NHS Confederation Annual Conference is taking place 14 - 16 June 2006. We will address the centrality of workforce issues to the current reforms of the NHS and the challenge of productivity throughout the conference strands including: A high-quality and motivate workforce; Maximising efficiency and productivity; Innovating for the future and Working in the new world

Sessions include:

- topical briefings – NHS Employers briefing with Steve Barnett, Director, NHS Employers; Alastair Henderson, Deputy Director, NHS Employers and Tim Sands, NHS Pensions Project Manager, NHS Employers
- debate with key stakeholders – Doctors in the new world with Dame Carol Black, President, Royal College of Physicians; Ashley Fraser, Medical Director, NHS Employers; Paul Streets, Chief Executive, Postgraduate Medical Education Training Board
- practical workshops – The three Rs: redesigning roles for results with Phil Kenmore, Associate Director, Hay Group; Nicky O'Connor, Director of HR, Greater Manchester Strategic Health Authority; Lynda Scott, Large Scale Workforce Change Team, NHS Employers

Other speakers include: Secretary of State Patricia Hewitt MP, Sir Ian Carruthers, Dr David Starkey, Lord Hunt of Kings Heath, Sir Michael Lyons, Andrew Lansley MP, Prof Heinz Wolff, Steve Webb MP, Mike Farrar, Roger Killen and Dr Gill Morgan. Chaired by David Brindle.

This is a key event for leaders in the NHS and unique opportunity for HR professionals to engage with and learn from colleagues across the health services

To view the full programme and book visit [www.nhsconfed2006.org](http://www.nhsconfed2006.org)

#### **NHS Employers – local meetings**

Following the success of our local meetings with earlier this year we are holding a further round of meetings during June and early July.

We're working on some of the big ticket issues that are crucial to reforming today's NHS such as productivity, large scale workforce redesign, pay and contract negotiations, and benefits realisation and these meetings are your chance to hear from the directors of NHS Employers about what we're doing on your behalf and for you to influence what we do. The meetings are open, not only to assembly members but also to chief executives, chairs and other directors.

For dates, venues and further information visit <http://www.nhsemployers.org/involvement/involvement-1008.cfm>. To reserve a place contact [assembly@nhsemployers.org](mailto:assembly@nhsemployers.org) or telephone Ross Edwards on 0113 3063098.

### 14. Further interest

#### **CIPD – labour market outlook**

The Chartered Institute of Personnel and Development has published its May labour market outlook at [www.cipd.co.uk/subjects/hrpract/hrtrends/qtrends.htm](http://www.cipd.co.uk/subjects/hrpract/hrtrends/qtrends.htm)