

**Code A - Personal Assistant**

**From:** Code A - Personal Assistant  
**Sent:** 24 March 2004 13:26  
**To:** Jane Parvin - Personnel Director  
**Subject:** RE: CHI questions



STAFF SURVEY  
2003Action Plan P...

Justina I have f and the electronic version in connection with the Launch in May 2002.



LAUNCH.DOC

Also attached is the Staff Survey Action Plan 2003/04 Progress.



START.DOC

I have added a sentence but highlighted in blue so you can find easily.

Thanks

Code A

-----Original Message-----

**From:** Jane Parvin - Personnel Director  
**Sent:** 23 March 2004 17:51  
**To:** Justina Jeffs - Clinical Effectiveness Manager; Jessie Bell - Senior Personnel Manager  
**Cc:** Charlotte Solway - Personnel Manager; Code A - Personal Assistant  
**Subject:** CHI questions  
**Importance:** High

Hi Justina,  
Below are my responses to the additional questions.

#### Staffing and staff management

1. Equality scheme.....Jessie will respond directly to you
2. The workforce planning manager is 50/50% funded by the PCT and the WDC. The workforce modernisation manager is funded 100% by the WDC. Both post- holders are employed directly by the PCT and work solely for the PCT.
4. Examples would include the 2003/04 staff survey action plan, specifically clinical supervision, (I will forward review update tomorrow. Feedback from staff attending the PCT launch workshop in May 2002 resulted in the identification of PCT values and priorities that were incorporated into the PCT strategic document "Working together for our future health" (JESSIE I THINK THERE IS EVIDENCE IN THE IWL PORTFOLIO THAT WOULD EVIDENCE THIS, ALSO IS THERE ANY OTHER EVIDENCE IN THE PORTFOLIO)).

#### Education and training

1. The document referred to is in fact the former PHCT strategy. The PCT education and training strategy is incorporated into the HR strategy. (CHI already have a copy)
2. Mandatory training time period.....Jessie is responding to this.
3. Within the PCT there is a variety of training events to meet specific ad hoc needs that will have been identified

through the business planning process. examples will include Bully and harrassment training, Appraisal and PDP policy awarness sessions, data protection training. In addition TDSS has a series of Training on Demand Packs (List on Training on Demand Leaflet)

4. The systems and process are the Appraisal and PDP which is underpinned by the business planning process of which the annual clinical governance plan is a key component.

5. I understand for [Code A] hat [Code A] is responding to this.

6. Jessie is trawling through the IWL portfollio to see if there is any evidence to support the disseminating of knowldege ect.- [Code A] responding - forward directly to Justina,

Hope this is enough information.

**Jane Parvin**  
**Personnel Director**

[Code A]

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