

Justina Jeffs - Clinical Effectiveness Manager

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 harassment training, Appraisal and PDP policy awareness sessions, data protection training.
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 Fiona that [Code A] is responding to this.
- 6) Jessie is trawling through the IWL portfolio to see if there is any evidence to support the disseminating of knowledge ect.

Hope this is enough information.

Jane Parvin
Personnel Director
 [Code A]

"This e-mail message and any files transmitted with it are confidential and intended solely for the use of the addressee. This communication may contain material protected by law from being passed on. If you are not the intended recipient and have received this e-mail in error, you are advised that any use, dissemination, forwarding, printing, or copying of this e-mail message and any files transmitted with it is strictly prohibited. If you have received this e-mail in error, please contact the sender."