

Project: Health and Care Transformation Programme - Workforce and Culture - Project Status Report (Version:0.1)				
Report Period:	October/November 2022			
Project Lead:	Louise Quayle			
Project Manager:	Julie Colquitt			
Nominated Representative(s):	Linda Wheeler			
Key Contact(s):	DHSC contact - Stuart Quayle			
	RAG Last Month	RAG This Month		
Proposed Overall RAG Status			The Overall Status remains Amber until the W&C and CPSDT projects have an agreed approach and aligned project plan that deals with both projects' dependencies. Both projects have held recent discussions with regards to workforce planning and the recommendation to prioritise a skills gap analysis work stream. Further meeting has been set up for October which will feed into the board paper with the alternative approach to workforce planning.	
Proposed Schedule RAG Status			As per September/October 2022 PSR - Following review of the workforce planning pilot phase and discussions with nominated representatives, the Manx Care CEO and Chair, the project team are reviewing all remaining workforce planning-related milestones for 2022-23. The Project Lead recommends that thNominated representatives for the project, the Manx Care CEO and Chair are in agreement.	
Proposed Budget RAG Status				
Proposed Resource RAG Status				
Proposed Risk RAG Status				
Proposed Issue RAG Status			See schedule status notes - reprioritisation piece to take place during October with a view to redefining the plan for the remainder of year two (ref. workforce planning)	
Key Tasks - Previous Reporting Period: October				
Status Red - Not Achievable Amber - At risk Green - On track Blue - Complete				
Key Tasks	Delivery date	Status	Update on Deliverable / Tasks	
Launch Psychological Safety workshops for Managers	31/07/2022			
Support OHR to promote/improve methods to report problems	19/08/2022			
Schedule Team Meetings to promote refreshed CARE values	19/08/2022			
Launch Staff Suggestion Scheme	30/08/2022			
Undertake staff engagement piece on a Zero Tolerance Policy	15/09/2022			
Complete individual feedback sessions for Maternity Services staff	30/09/2022			
Maternity Services - plan back to basics workshops to take place at the end of September	30/09/2022			
Launch CARE workshops for Managers and Leaders	03/10/2022			
Seek agreement on cultural improvement plan with the Emergency Department	03/10/2022			
Commence work with Emergency Department as per cultural improvement plan	05/10/2022			
Issue the refreshed CARE values framework to all staff	05/10/2022			
Review year two milestones and tasks in line with refocus of workforce planning workstreams	20/10/2022			
Launch CARE values online training package	28/10/2022			
Launch Manx Care Buddy Scheme	28/10/2022			
Hold EDI forum for Manx Care to agree priorities and next steps	30/10/2022			
Schedule focus groups to commence discussions on Retention & Recruitment Strategy	31/10/2022			
Commence draft of Cultural Improvement Strategy	31/10/2022			
Prepare launch for Manx Care wide staff survey	31/10/2022			
Key Tasks - Next Month Forward Look: November				
Status Red - Not Achievable Amber - At risk Green - On track Blue - Complete				
Key Tasks	Delivery date	Status	Update on Deliverable / Tasks	
Deliver Psychological Safety workshops to student nurses	30/11/2022			
Paper to be prepared for the Officer Board - project update / next steps	18/11/2022			
Launch training materials to embed refreshed CARE values	30/11/2022			
Facilitate Insights sessions for Housekeeping Team Leaders	30/11/2022			
Hold Focus Groups to begin work on a Retention and Recruitment Strategy	30/11/2022			
Release CARE values based recruitment guide and interview question bank	30/11/2022			
Support EDI activities agreed at Forum	30/11/2022			
Facilitate listening sessions within Learning Disabilities, Social Care	30/11/2022			
Start attending team meetings across Manx Care to develop Team Charters based on the new CARE values	31/12/2022*		*NB. This piece of work will be ongoing for the next few months so not to be completed by September but rather to start the task in the month of September when meetings are scheduled in	
Promote and publicise wellbeing opportunities for Manx Care staff	31/12/2022			
Continue undertaking Exit Interviews for Manx Care leavers	31/01/2023*		*The project team has recommended that this continues beyond the original two months and continues for a further six	
Level 0 & 1 Project Milestones Occurring in Next 6 Months:				
Status Red - Not Achievable Amber - At risk Green - On track Blue - Complete				
Project Milestone	Due Date	Actual	Status	Reason for rating
Primary Care at Scale Project - linked actions - workforce planning	30/06/2022	30/09/2022		
Theatres - revised workforce model (from y1 plan)	30/06/2022	30/11/2022		
Workforce Planning - Integrated Women and Children - Maternity	31/07/2022	30/10/2022		CR approved to extend to 30/10/22.
Launch of Manx Care's revised CARE values Framework	04/07/2022	25/07/2022		
Targeting Sickness Absence - Agree an approach for Manx Care	16/07/2022			
Create Change Management Guidance for Managers and Staff	30/08/2022	31/12/2022		

Workforce Planning - Urgent and Emergency Care	30/08/2022	31/10/2022		CR was approved
Workforce Planning - Integrated Women and Children - Paediatrics	31/08/2022	31/10/2022		CR was approved
Recruitment - Introduce Buddy System	30/09/2022			
Launch Psychological Safety workshops to Change Coaches	30/09/2022			
Social Care - revised workforce model (from y1 plan)	30/09/2022			To be covered off in October board paper.
Workforce Planning - Social Care - Older People's Services	30/09/2022			
Workforce Planning - Social Care - Safeguarding	30/09/2022			
Workforce Planning - Social Care - Learning Disabilities	30/09/2022			To be covered off in October board paper.
Workforce Planning - Social Care - Children's Services	30/09/2022			
Roll out PDP paperwork /system	28/02/2023			

Psychological Safety workshops	Workshops now being delivered regularly, most recently to Leadership Academy cohort and to student nurses and trainee doctors.
EDI Programme	Inaugural EDI forum held 17/10. Terms of Reference circulated and to be agreed at next meeting in November. Initial priorities agreed which include recruiting EDI Champions for Manx Care.
Workforce Planning	The WF&C Project Lead has held initial discussions with nominated reps for the Project, HR Director of Business, Manx Care CEO, Manx Care Chair, Heads of Health & Care
	Transformation and the DHSC CEO in relation to the workforce planning requirements of the project. Following the pilot of workforce planning in Theatres and Maternity Services, the Project Lead has identified that, presently, not all component parts are available in Manx Care in order to effectively produce workforce plans/models in a way which can provide value to Manx Care managers/services/leaders. Therefore, it is recommended that the project focusses on developing the framework for a skills gap analysis (work identified in year three rather than year two) alongside working closely with partners and leads on career pathways/training programmes. It is believed that this will provide the most value and utilise the resources in the project more effectively in the short term. The Project Lead is drafting a paper for consideration at the HCTP Board and respective Manx Care committees. This paper is due November 2022.