



## SCOTTISH EXECUTIVE

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Health Department  
Human Resources Directorate

21 August 2001

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### Addresses

#### For action

*Learning Together* Lead Contacts

Chief Executive, NHS Trusts

Chief Executive, Health Boards

Scottish Partnership Forum members

Chief Executive, State Hospital

Chief Executive, Scottish Ambulance Service,

Chief Executive, CSA

LHCC's

Members of New Deal Project Group

Employment Service

Local Development Teams.

#### For information

*Learning Together* Strategy Implementation Group Members

*Learning Together* Project Group Members

Chief Executive, Health Education Board for Scotland

Director, Scottish Health Advisory Service

Executive Director, SCPMDE

Chief Executive, NBS

NHS Librarians

NHS Unions

NHS 24

Andrew MacLeod, ELLD

Mike Foulis, ELLD

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Dear Colleague

### **NHS COMMITMENT TO THE NEW DEAL (FOR THE UNEMPLOYED) INITIATIVE**

As part of the *Learning Together* Strategy, for (Education, Training and Lifelong Learning for all staff in the NHSScotland), progress has been made by Health Boards, Trusts and Health Service organisations towards fulfilling the agreed commitment to employ new staff through the New Deal initiative. However much still remains to be done and an extra effort on the part of all NHS organisations will be required to reach and exceed the agreed national target of 270 New Deal employees. To reach this target, Trusts will be required to recruit a minimum of 2 New Deal placements and Health Boards will require a minimum of 1 by March 2002.

In recent months, links have been forged between your organisation's recruitment contacts and local Employment Service (Jobcentre) staff. A detailed contact list is attached – Annex 1. The *Learning Together* New Deal Project Development Group (ND-PGD) has strengthened these links and provided support materials to assist in promoting New Deal within your organisation. The membership list of this group is attached (Annex 2) should you wish to discuss the work of the group or the New Deal recruitment process.

In order to boost New Deal recruitment, local managers need encouragement to become actively involved in pursuing the advantages that can come from employing New Deal clients. To boost the New Deal recruitment process and to give operational managers an opportunity to gain detailed information about the financial rewards and other benefits of New Deal, a series of half day geographical events will be arranged in Autumn this year.

The target group for these events is operational managers with responsibility for recruitment in the areas of Support Services, Catering, Domestic Services, Laundry Services, Administration, Medical Records, Portering Services, Driving/Transport Services



and Senior nurses (responsible for recruitment of Auxiliary Nurses and Care Assistants). Additionally, HR and recruitment staff should be encouraged to attend.

Chief Executives are asked to encourage the relevant managers to attend one of these events and also to reinforce their organisation's commitment to making the New Deal a success story in the NHSScotland. An Aide Memoire is also attached (Annex 3) to provide operational managers with guidance on New Deal recruitment. This is supplemented with a current good practice example of how New Deal is being successfully promoted in the NHSScotland (Annex 4).

In Autumn, a one year secondment post, based at the Employment Service, Office for Scotland, in Edinburgh, will be offered to appropriate NHS staff. The postholder will continue the work done by the Project Group, such as encouraging and assisting New Deal placements, disseminating existing good practice, and ensuring that working practices between the NHSScotland and the Employment Services are further strengthened.

Thank you for your efforts to date in promoting New Deal. I look forward to fully meeting our commitment in the near future.

Yours sincerely

**TREVOR JONES**  
**CHIEF EXECUTIVE**

**ALEX MOWAT**  
**CONVENOR – NEW DEAL**  
Project Development Group

**New Deal  
Employment Service and NHS Contact Details**

<b>Name of Trust or Health Board</b>	<b>Nominated NHS Contact(s)</b>	<b>Nominated ES Contact(s)</b>
Argyll and Clyde Acute Hospitals NHS Trust Trust Headquarters Vale of Leven District General Hospital Main Street ALEXANDRIA, G83 0UA	Theresa Wade	<b>Rita McKenzie</b>
Argyll and Clyde Health Board Ross House Hawkhead Road PAISLEY, PA2 7BN	Tracy Hemsley	<b>Angela Barr</b>
Ayrshire and Arran Acute Hospitals NHS Trust Crosshouse Hospital KILMARNOCK, KA2 0BE	Mary Anne Black	<b>Isabel Hunter</b>
Ayrshire and Arran Health Board PO Box 13 Boswell House 10 Arthur's Street AYR, KA7 1QJ	Ann Egan	<b>Isabel Hunter</b>
Ayrshire and Arran Primary Care NHS Trust 1a Hunters Avenue AYR KA8 9DW	Janet Hutcheson	<b>Isabel Hunter</b>
Borders General Hospital NHS Trust Borders General Hospital MELROSE Roxburghshire, TD6 9BS	David Miller	<b>Anne Miller (Galashiels)</b>
Borders Health Board Newstead MELROSE Roxburghshire, TD6 9DB	Tom Skinner	<b>Anne Miller</b>

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Employment Service and NHS Contact Details**

<b>Name of Trust or Health Board</b>	<b>Nominated NHS Contact(s)</b>	<b>Nominated ES Contact(s)</b>
Borders Primary Care NHS Trust Trust Headquarters Newstead MELROSE Roxburghshire, TD6 9DB	Claire Brennan	<b>Anne Miller (Galashiels) Elspeth Brown</b>
Common Services Agency Trinity Park House South Trinity Road EDINBURGH, EH5 3S	Steven Rafferty	<b>Marrienne MacDonald</b>
Dumfries and Galloway Acute and Maternity Hospitals NHS Trust Dumfries and Galloway Royal Infirmary Bankend Road DUMFRIES, DG1 4AP	John Glendinning Helen Pedley	<b>Hayley Rushden Davies Kathleen Conaghan</b>
Dumfries and Galloway Health Board Grierson House The Crichton Bankend Road DUMFRIES, DG1 4ZG	John Glendinning Helen Pedley	<b>Hayley Rushden Davies Kathleen Conaghan</b>
Fife Acute Hospitals NHS Trust Hayfield Road Victoria Hospital Hayfield Road KIRKCALDY Fife, FK3 5AH	Catherine Tough Sharon Hutchins Barbara Ann Boyter	<b>Lorna Syme Lynda Colston</b>
Fife Health Board Springfield House CUPAR, KY15 5UP	Anna Muzyka	<b>Lorna Syme Lynda Colston</b>
Fife Primary Care NHS Trust Cameron House Cameron Bridge LEVEN, KY8 5RG	Barbara Ann Boyter Catherine Tough Sharon Hutchins	<b>Lorna Syme Lynda Colston</b>

**New Deal  
Employment Service and NHS Contact Details**

<b>Name of Trust or Health Board</b>	<b>Nominated NHS Contact(s)</b>	<b>Nominated ES Contact(s)</b>
Forth Valley Acute Hospitals NHS Trust Westburn Avenue FALKIRK, FK1 5ST	Anne Millard Deputy Director	<b>Linda Dickson</b>
Forth Valley Health Board 33 Spittal Street STIRLING FK8 1DX	Alison Richmond-Ferns	<b>Linda Dickson</b>
Forth Valley Primary Care NHS Trust Old Denny Road LARBERT, FK5 4SD	Ruth Kelly Deputy HR Director	<b>Linda Dickson</b>
Grampian Health Board Summerfield House 2 Eday Road ABERDEEN, AB15 6RE	Elaine Felix	<b>Ros McKenzie</b>
Grampian Primary Care NHS Trust Bennachie Royal Cornhill Hospital ABERDEEN, AB25 2ZH	Janet Munn	<b>Ros McKenzie</b>
Greater Glasgow Health Board Dalien House PO Box 15329 350 St Vincent Street GLASGOW, G3 8YZ	Mrs Anne Hyndman Mrs Sonia Pollock	<b>Ken Gray Linda Hendry (Partick Job Centre)</b>
Greater Glasgow Primary Care NHS Trust Administration Building Gartnavel Royal Hospital 1055 Great Western Road GLASGOW, G12 0XH	Andrew Carter Wendy Carey	<b>John Marshall Karen Anne Stevenson (Anniesland)</b>

**New Deal  
Employment Service and NHS Contact Details**

<b>Name of Trust or Health Board</b>	<b>Nominated NHS Contact(s)</b>	<b>Nominated ES Contact(s)</b>
Health Education Board for Scotland Woodburn House Canaan Lane EDINBURGH, EH10 4SG	Douglas Forsyth	<b>Marriane MacDonald</b>
Highland Acute Hospitals NHS Trust Raigmore Hospital Old Perth Road INVERNESS, IV2 3UJ	Brenda Munro	<b>Anthony Standing John Denison Fiona Haldane</b>
Highland Health Board Assynt House Beechwood Park INVERNESS IV2 3HG	Cathie Walker	<b>Anthony Standing John Denison Fiona Haldane</b>
Highland Primary Care NHS Trust Royal Northern Infirmary Ness Walk INVERNESS, IV3 5SF	Caroline Gregg	<b>Anthony Standing John Denison Fiona Haldane</b>
Lanarkshire Acute Hospitals NHS Trust Bellshill Maternity Hospital North Road BELLSHILL ML4 3JN	John McNeil (usual contact is Gerry Keenan, Carluke Job Centre)	<b>Paul Foley Jenny Edmunds</b>
Lanarkshire Health Board 14 Beckford Street HAMILTON, ML3 0TA	Dr Dorothy Moir	<b>Paul Foley Jenny Edmunds</b>
Lanarkshire Primary Care NHS Trust Strathclyde Hospital Airbles Road MOTHERWELL, ML1 3BW	George Abercrombie	<b>Paul Foley Jenny Edmunds</b>

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Employment Service and NHS Contact Details**

<b>Name of Trust or Health Board</b>	<b>Nominated NHS Contact(s)</b>	<b>Nominated ES Contact(s)</b>
Lomond and Argyll Primary Care NHS Trust Trust Office Hartfield Latta Street DUMBARTON G82 2DD	Tony McGowan Senior Personnel Officer	<b>No response</b>
Lothian Health Board Deaconess House 148 Pleasence EDINBURGH, EH8 9RS	Lynne Jackson	<b>Marriane MacDonald</b>
Lothian Primary Care NHS Trust MacKinnon House Royal Edinburgh Hospital Morningside Terrace EDINBURGH EH10 5HF	Clair Elder	<b>Marriane MacDonald Sharon Telford</b>
Lothian University Hospitals NHS Trust Red Home Edinburgh Royal Infirmary 1 Lauriston Place EDINBURGH, EH3 9YW	Joanne Battles	<b>Marriane MacDonald</b>
National Board for Nursing, Midwifery and Health Visiting for Scotland 22 Queen Street EDINBURGH EH2 1NT	Sandi Millar	<b>Marriane MacDonald</b>
North Glasgow University Hospitals NHS Trust Trust Headquarters Stobhill Hospital 300 Balgrayhill Road GLASGOW, G21 3UR	Margo Cornish	<b>Robert McKay</b>
Orkney Health Board Garden House New Scapa Road KIRKWALL, KW15 1BQ	Melanie Meeks	<b>Karen Johnstone</b>

**New Deal  
Employment Service and NHS Contact Details**

<b>Name of Trust or Health Board</b>	<b>Nominated NHS Contact(s)</b>	<b>Nominated ES Contact(s)</b>
Renfrewshire and Inverclyde Primary Care NHS Trust Trust Headquarters Dykebar Hospital Grahamston Road PAISLEY, PA2 7DE	Gill McInness	<b>Angela Barr</b>
Scottish Ambulance Service National Headquarters Tipperlinn Road EDINBURGH EH10 5UU	Helen MacDonald	<b>Marriane MacDonald</b>
Scottish Council for Postgraduate Medical and Dental Education 2 <sup>nd</sup> Floor, Hanover Buildings 66 Rose Street EDINBURGH, EH2 2NN	Tracy Cruickshanks	<b>Marriane MacDonald</b>
Shetland Health Board Gilbert Bain Hospital LERWICK, ZE1 0TB		<b>Hubert Hunter</b>
South Glasgow University Hospitals NHS Trust Southern General Hospital 1345 Govan Road GLASGOW, G51 4TF	Liz Wylie	<b>David Fulton</b>
State Hospitals Board for Scotland State Hospital Carstairs Junction LANARK, ML11 8RP	Jenny Tawse	<b>Paul Foley Jenny Edmunds</b>
Tayside Health Board Gateway House Dundee Technology Park Luna Place DUNDEE DD2 1TP	Craig Brown	<b>Kay Lennon</b>



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Employment Service and NHS Contact Details**

<b>Name of Trust or Health Board</b>	<b>Nominated NHS Contact(s)</b>	<b>Nominated ES Contact(s)</b>
Tayside University Hospitals NHS Trust Ninewells Hospital and Medical School DUNDEE, DD1 9SY	Patricia McLean Joyce Brown(?)	<b>Kay Lennon</b>
Tayside Primary Care NHS Trust Trust Headquarters Ashludie Hospital MONIFIETH, DD5 4HQ	Julia Parker (not present) Pat Millar reporting to Val Robertson	<b>Kay Lennon</b>
Western Isles Health Board 37 South Beach Street STORNOWAY, HS1 2BB	Mary Joyce Marian Geddes (Hotel Services)	<b>Rosemary Robertson</b>
West Lothian Healthcare NHS Trust St John's Hospital Howden Road West LIVINGSTON, EH54 6PP	Alastair Smeaton	<b>Gill Robertson</b>
Yorkhill NHS Trust Dalnair Street Yorkhill GLASGOW, G3 8SJ	Kirsteen Liddel	<b>Ken Gray</b>

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## An Aide-Memoire

for

NHS Trusts, Health Boards and Organisations in Scotland

# RECRUITING NEW STAFF USING THE NEW DEAL INITIATIVE FOR THE UNEMPLOYED

1. Ensure that Recruitment staff and Human Resources/Personnel staff are aware of and have up to date information on New Deal recruitment and its requirements and benefits.
2. Spread the word about the opportunities offered by New Deal recruitment to:
  - Senior Managers
  - All managers who recruit staff or influence the recruitment of staff
  - Partnership Forums and organisations representing staff
3. Maintain and build upon the local links that have been set up with the Employment Service/Jobcentre(s) for advice, promotion, support and assistance in recruiting New Deal employees. A national list of these contacts is attached as Annex 1 with this HDL.
4. Take a wide view of possible openings for New Deal clients. Suitable posts might include:
  - Secretarial / Admin staff
  - Care assistants / Auxiliary Nurses
  - Porters
  - Domestic assistants
  - Laundry staff
  - Catering assistants
  - Grounds Maintenance staff
  - Maintenance assistants
5. Remember that a new staff member recruited under New Deal:
  - Is supported by an allowance of £60 per week for 26 weeks (£75 if over 25 yrs)
  - Will receive training to meet YOUR needs to SVQ level 2 (if 18-24 yrs old)
  - Will attract £750 to meet the cost of this training. (if 18-24 yrs old)
  - Will be subject to the same Terms & Conditions as any other new employee
  - Can be full time or part time (limits on part time hours dependant on age)
6. Remember also that your organisation has made a commitment to the Minister for Health that you will employ new staff under the New Deal Initiative.
7. Some examples of good practice from the NHSScotland that you might wish to consider:
  - New Deal applicants for posts are guaranteed an interview (Dumfries & Galloway)
  - Regular (6 weekly) New Deal meetings (Dumfries & Galloway)
  - Equal Opps monitoring form asks if New Deal considered (Lothian)
  - New Deal stickers to highlight on applications (Argyll & Clyde)
  - Likely posts identified & managers reminded of New Deal Opps (Grampian)
  - Job Advertisements to be sent to Jobcentres (Lanarkshire HB and Refrewshire & Inverclyde, SCPMDE, South Glasgow)

**DUMFRIES AND GALLOWAY  
ACUTE AND MATERNITY HOSPITALS NHS TRUST**

**NEW DEAL INITIATIVE - GUIDELINES FOR SUCCESS**

**GETTING STARTED**

The NHSS nominated person who has the responsibility for raising awareness, monitoring progress and ultimately achieving success made early contact with the local Employment Services (Jobcentre) officer for New Deal. From that initial contact a small group was formed comprising representatives of the two local Health Trusts, Health Board and Employment Service (total of 4 people). The first task set by the group was to raise awareness amongst local managers and a timescale of four weeks was agreed at the first group meeting for an awareness session to be held.

**RAISING AWARENESS**

The Acute Trust decided to target key managers who had responsibility for recruiting specific types of staff. Those managers chosen were :-

Hotel Services (Catering, Domestic and Portering)  
Supplies Department (Storekeepers, Administration)  
Nursing (Nursing Auxiliaries)  
Medical Records (Administration)

The awareness session was given a high profile within the Trust. The Lecture Theatre was used for the event and the Employment Service contact participated giving advice and answering specific questions raised by the managers. The New Deal video was also shown and this assisted greatly by highlighting the success of New Deal in a NHS setting. The areas that raised most discussion at the sessions were funding, training and Work Trials.

**THE WAY FORWARD**

Following the managers awareness session the group agreed to action the following :-

- Set targets for each Trust (total of 2) and Health Board (total of 1) for New Deal starts to be achieved by 31 March 2002.
- Every vacancy sent to the local Jobcentre to have “NEW DEAL CONSIDERED” highlighted at the top of the advert.
- Applications received from eligible individuals to have “NEW DEAL CANDIDATE” highlighted at the top of the form.
- Guaranteed interviews to be given to New Deal candidates who meet the agreed criteria in the employee specification.

The group agreed to meet at three month intervals to monitor progress.

### **PROGRESS TO DATE**

Following the managers awareness session in June 2001, the action points have all been implemented and success already achieved with the first New Deal candidate commencing employment in the area, this has resulted in significant financial benefits to the department concerned (Hotel Services). One aspect that has raised some difficulty is the guaranteed interview for eligible candidates and this has been amended with managers stating that 'whenever possible, if the employee specification criteria is met, candidates should be offered an interview'.

If you wish to discuss the content of this paper further, contact John Glendinning, Personnel Services Officer, Dumfries & Galloway Acute & Maternity NHS Trust, Dumfries & Galloway Royal Infirmary, Bankend Road, Dumfries. John is also a member of the New Deal Project Group.