

RotaMaster Meeting

Date : 29th November 2022

Location : Microsoft Teams

Attendees : Daniel Cotton DC (Rota Team), Nicki Clegg NC (Workforce), Tracey Arthur TA (Workforce), Kelly Shore KS (Payroll), Imogen Ellaby IE (Payroll), Karen O'Reilly KO (Payroll), Andrew Mellor AM (IUC Ops), Harry Ricketts HR (IUC Clinical)

Apologies : Hayley Fisher (CKMP)

1. DC welcomed everyone to the meeting. Thanking everyone for giving up their time.
2. Update from Payroll, KS noted that payroll errors still the same number each month and Nigel has emailed payroll to look at how we can reduce. Payroll and Workforce already planning to meet.
3. Update from workforce, no update apart from CHOC process query raised but will discuss with Rota Team outside of this meeting.
4. Updated from Rota Team, now fully recruited to, whilst all comms to go to brisdoc.rotateam@nhs.net each service now has a lead in the rota team.
5. Update from CKMP, none – not on call.
6. Update from BMC, none – not on call.
7. Update from HHS, none – not on call.
8. Updated from IUC, nothing to update from AW or HR, all ok.
9. CHOC's. DC reiterated the deadline of 15th of the month. This is important to give Rota Team, Workforce and Payroll enough time to process.
10. RotaMaster has been updated to i111, i112 is due to be updated soon to fix the bug with the scheduled view in within the rota view.
11. Radar page of admins to use due to be ready for 5th December. All noted it would also be good to have a page for NetMaster users to access for guides to NetMaster. DC to set up.
12. Cloud Logins, If currently using either brisdoc-rm or brisdoc1-60 they are being replaced with brisdoc61+ this is required due to some changes made in 2021 They are individual accounts please don't share the details If not received please email the Rota Team
13. Details of 2023 Meetings noted, DC to send invites and updated agenda

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