

MATTOO, Erum (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)

From: MILLER, Kimberley (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)
Sent: 12 October 2023 12:47
To: MATTOO, Erum (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST); VENN, Susan (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)
Subject: FW:

From: HILLIER, Karen (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <k.hillier@nhs.net>
Sent: 12 October 2023 11:40
To: RECRUITMENT (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <awp.Recruitment@nhs.net>; MILLER, Kimberley (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <kimberley.miller@nhs.net>
Subject: FW:

Hi
Can you put my post out please for the band 6 as here is approval form the accountant
Lucy
Regards Karen

Karen Hillier, Team Manager
South Glos Intensive Support Team
Kingswood Civic Centre, High Street, Kingswood, Bristol, BS15 9TR

Tel: 0117 3784250 /Ext 46623
E-mail : k.hillier@nhs.net

From: MACKAY, Lauren (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <lauren.mackay12@nhs.net>
Sent: 12 October 2023 11:38
To: HILLIER, Karen (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <k.hillier@nhs.net>
Subject: FW:

Hi Karen,

Please see below,

Many thanks
Lauren

From: FRY, Lucy (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <lucy.fry1@nhs.net>
Sent: 12 October 2023 08:54
To: MACKAY, Lauren (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <lauren.mackay12@nhs.net>
Subject: RE:

Hi Lauren,

Yes makes sense, I am happy to approve the increase 😊

Can you ask Karen to update the vacancy tracker for the leaver please 😊

Lucy Fry

Management Accountant (Bristol, North Somerset and South Gloucestershire)
Avon & Wiltshire Mental Health Partnership NHS Trust
Bath NHS House, Combe Park, Bath, BA1 3QE

T:

E: lucy.fry1@nhs.net

www.awp.nhs.uk



From: MACKAY, Lauren (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)

<lauren.mackay12@nhs.net>

Sent: 11 October 2023 17:13

To: FRY, Lucy (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <lucy.fry1@nhs.net>

Subject: RE:

Yes, someone has handed in their notice and is leaving.

So, the one we discussed and we are taking a small risk with was already out to advert when a member of staff handed in their notice. Karen then emailed to say, this needs to be 2 posts and not one as we now have 2 vacancies. This wasn't done in time so we are only interviewing for the one post. There is still a post that we need to advertise and recruit for.

I hope that makes sense?

Many thanks

Lauren

From: FRY, Lucy (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <lucy.fry1@nhs.net>

Sent: 11 October 2023 11:49

To: MACKAY, Lauren (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)

<lauren.mackay12@nhs.net>

Subject: RE:

Hi Lauren,

I might be because the vacancy tracker is a bit out of date. I understand where the extra 1.0 WTE is coming from (the one where we have some risk) but where did the original 1.0 WTE come from. Did someone leave?

Lucy Fry

Management Accountant (Bristol, North Somerset and South Gloucestershire)
Avon & Wiltshire Mental Health Partnership NHS Trust
Bath NHS House, Combe Park, Bath, BA1 3QE
T:
E: lucy.fry1@nhs.net
www.awp.nhs.uk



From: MACKAY, Lauren (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <lauren.mackay12@nhs.net>
Sent: 11 October 2023 11:02
To: FRY, Lucy (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <lucy.fry1@nhs.net>
Subject: FW:

Hi Lucy,

This is what we discussed the other day, is it okay to send off your authorisation for this?

Many thanks
Lauren

From: HILLIER, Karen (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <k.hillier@nhs.net>
Sent: 11 October 2023 10:57
To: MACKAY, Lauren (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <lauren.mackay12@nhs.net>
Subject: FW:

Hi Lauren

I need recruitment to know this is 2 posts so we can proceed

Karen Hillier, Team Manager
South Glos Intensive Support Team
Kingswood Civic Centre, High Street, Kingswood, Bristol, BS15 9TR

Tel: 0117 3784250 /Ext 46623
E-mail : k.hillier@nhs.net

From: MILLER, Kimberley (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <kimberley.miller@nhs.net>
Sent: 11 October 2023 08:18
To: HILLIER, Karen (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <k.hillier@nhs.net>;
MATTOO, Erum (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <erum.mattoo@nhs.net>;

VENN, Susan (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <susan.venn@nhs.net>

Subject: RE:

Hi Karen,

This vacancy was inly authorised with 1 FTE. I will need your accountant to approve increasing the FTE to 2, then we can add this to the current vacancy and re-advertise the remaining FTE .

Kim

Kimberley Miller

Recruitment Officer - BNSSG

Avon & Wiltshire Mental Health Partnership NHS Trust

Bath NHS House, Newbridge Hill, Bath, BA1 3QE

Mobile: Mobile: 07563 465389

Email: kimberley.miller@nhs.net

My hours of work are Monday and Tuesday 9:00am – 5pm, Wednesday 9:00am – 4:30pm, Thursday 9:00am – 4pm and Friday 9:00am – 5pm



Working together,
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From: HILLIER, Karen (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <k.hillier@nhs.net>

Sent: 09 October 2023 16:51

To: MILLER, Kimberley (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)

<kimberley.miller@nhs.net>; MATTOO, Erum (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)

<erum.mattoo@nhs.net>; VENN, Susan (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)

<susan.venn@nhs.net>

Subject: RE:

Hi trac 5620765

Karen Hillier, Team Manager

South Glos Intensive Support Team

Kingswood Civic Centre, High Street, Kingswood, Bristol, BS15 9TR

Tel: 0117 3784250 /Ext 46623

E-mail : k.hillier@nhs.net

From: MILLER, Kimberley (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)

<kimberley.miller@nhs.net>

Sent: 09 October 2023 16:40

To: MATTOO, Erum (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <erum.mattoo@nhs.net>;

VENN, Susan (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <susan.venn@nhs.net>

Cc: HILLIER, Karen (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <k.hillier@nhs.net>

Subject: FW:

Hi Karen,

Can you provide the TRAC ID for Erum/Sue as they are completing adverts at the moment

Kim

Kimberley Miller

Recruitment Officer - BNSSG

Avon & Wiltshire Mental Health Partnership NHS Trust

Bath NHS House, Newbridge Hill, Bath, BA1 3QE

Mobile: 07563 465389

Email: kimberley.miller@nhs.net

My hours of work are Monday and Tuesday 9:00am – 5pm, Wednesday 9:00am – 4:30pm, Thursday 9:00am – 4pm and Friday 9:00am – 5pm



Working together,
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From: HILLIER, Karen (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST) <k.hillier@nhs.net>

Sent: 04 October 2023 09:32

To: MILLER, Kimberley (AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST)

<kimberley.miller@nhs.net>

Subject:

Hi can you put the band 6 post out again for two weeks please . We have two posts instead of one . we are just shortlisting the one applicant

Regards Karen

Karen Hillier, Team Manager

South Glos Intensive Support Team

Kingswood Civic Centre, High Street, Kingswood, Bristol, BS15 9TR

Tel: 0117 3784250 /Ext 46623

E-mail : k.hillier@nhs.net