

14 April 2015

To: All Chief Executives across the North West
Cc: Medical, HR and Nursing Directors

Dear Colleague,

**Re: Transforming Workforce Planning
HENW Workforce Planning Cycle 2015 to inform 2016/17 Education Commissions**

I am writing to inform you of various elements of activity that will help influence education and training investment priorities for 2016/17 onwards.

Health Education England (HEE) has developed its workforce planning processes with the Local Education and Training Boards (LETBs), which includes Health Education North West, ensuring employers are actively engaged in establishing the future requirement for staff and in agreeing the investment plans of their respective LETBs.

The HEE workforce planning exercise directly impacts decisions on workforce transformation and future workforce investment interventions both in the short and longer term, in particular:

- Local provider data is actively and visibly used (albeit in aggregate); there is a clear incentive to ensure data is of an appropriate quality.
- Current shortages at an individual or collective level are made transparent to local and national stakeholders.
- Requirements for the immediate year ahead are identified and therefore enable HEE to anticipate collective supply shortage and take appropriate action
- Identifies current and immediate shortages, and though these are not solvable immediately by new commissions, they are a critical variable in deciding what future education supply is needed, as these gaps will need closing as soon as possible.
- Where new service and workforce models have been adopted by providers both current and forecast demand will begin to reflect and therefore embed this new pattern of workforce use.
- Allows providers to collaborate on planning across localities, pathways and emerge service models.

The annual collection of workforce plans for education and training by NHS organisation will commence in mid-April. Workforce plans, risks and training requirements will be requested along with context setting narrative.

This will require workforce planning engagement with all staff groups to ensure that there is appropriate alignment of workforce plans with both organisational plans and commissioning priorities for the future. We will therefore be asking Chief Executives, Medical, Nursing and HR Directors to input to this process and will be sending the associated documentation in mid-April. To assist with this process, we will provide details of emerging priorities identified from both local engagement and the Health Education England's Mandate from the Secretary of State via our Workforce Planning Community on eWIN – [Click Here](#)

HEE is committed to working with local provider's feedback and exploring new ways to ensure the burden on trusts in completing returns is minimised and the information we collect truly influences the work we do and decisions made. The workforce planners in each of the LETBs agreed that the development and use of a common system would be a sensible development to improve both local and national workforce planning and are implementing a new system across the country <https://www.workforceplan.yh.hee.nhs.uk>.

The chosen system was developed in the Yorkshire and Humber region and deployed last year. This innovative system is flexible and has improved process efficiency and information quality. The system functionality was designed to promote workforce planning engagement across different levels within organisations. Your nominated workforce planning lead has been granted access to the eWorkforce Portal Tool to submit the return, in addition:

- 5 North West NHS Trusts have piloted the tool and its functionality
- The narrative questions have been co-produced to capture business priorities and evidence for the 5 key priorities for HENW.
- HENW are working with colleagues in other regions to enhance the eWorkforce Portal Tool for 2016
- All data and narrative entered via this system in 2015 will be archived for your future reference / revision and submission.
- HENW are also intending to pilot the eWorkforce Portal Tool with some Local Authorities in the region to collect Public Health workforce data.

CCG Accountable officers have been requested to assure your workforce plan through active engagement in the development of your submission, to deliver current and future service commissions. HENW has also written to Area Teams to support their assurance process that CCG's are actively engaged around workforce planning with providers. It would be help with our units of analysis if you could share the following:

- NTDA / Monitor 1-year workforce plan
- Any workforce strategy / education and learning strategy for the organisation

Please email these through to Workforceplanning@nw.hee.nhs.uk by **Tuesday 30th June 2015**.

All other forecast data and narrative information will be requested for return via the eWorkforce Portal Tool by **Tuesday 30 June 2015** (*priority 5 year demand data*), with a final deadline (after 'Confirm/Challenge' process and moderation) of **Friday 17 July 2015**. Detailed deadlines, guidance and FAQ's covering the annual NHS workforce and business cycles can be found online here: <https://www.ewin.nhs.uk/wfp/resources/item/5605/health-education-north-west-workforce-planning-round-2015-2016>

If you require any additional information or would like to discuss any of the above further, please contact either myself, or another member of the HENW Workforce Planning team at Workforceplanning@nw.hee.nhs.uk.

I very much appreciate your support and participation in gathering this essential information to inform accurate workforce/transformation and education plans that will meet organisational needs and help assure the quality of current and future provision.

Yours faithfully,



Mike Burgess

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Visit eWIN, the Workforce Information Network, at www.ewin.nhs.uk