

## Appendix A – Workforce Planning Timetable 2014 Key Deadlines

Who	Key Actions:	Deadline
HENW	Launch of workforce planning process across Northwest system with templates, guidance, spread-sheets and guidance.  Launch workforce planning capacity and capability survey monkey.  Letters to Local Area Teams (LATs) asking for invites to 5 year service commissioning plan assurance workshops	w/c 21 <sup>st</sup> April 2014
HENW	Letters and narratives to Higher Education Institutes (HEIs), Core Profession Forums and Hosted LETB functions	w/c 28 <sup>th</sup> April 2014
HENW	To provide a statement of intent around LAT and CCG service 2-5 strategic commissioning plans and Better Care Bids to inform provider workforce plans across areas and regions post assurance workshops	April – May 2014
HENW	To arrange regional and area workforce planning workshops and clinics for providers and commissioners as part of the workforce planning process support package	May – June 2014
Providers	Providers to share NHSE /NTDA submission and narrative information (Years 1-2 in the Provider narrative template) with HENW and Commissioners and any other workforce strategies / education and learning strategies	April – July 2014
HENW	NW LETB stakeholder event at Reebok	18 <sup>th</sup> June 2014
Providers	Providers to submit completed workforce plan demand and supply templates, workforce narrative and risks / issues log to HENW ( <a href="mailto:mikeburgess@nw.hee.nhs.uk">mikeburgess@nw.hee.nhs.uk</a> ).  Workforce forecasts and plans will require sign-off and ownership by Chief Executive, Director of Finance, Medical Director, Director of Nursing, HR / Workforce Director and Accountable Officer from lead CCG.	18 July 2014
HENW, LETB, LWE and LETB Hosted Functions	Validation and challenge of demand and supply trajectories at local, clustered and regional level covering: NHS providers, NHS funded care, Primary Care, Social Care, Voluntary Sector, Independent Sector and others	18 <sup>th</sup> July to 14 <sup>th</sup> August 2014  And 19 <sup>th</sup> August to 23 <sup>rd</sup> September 2014

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<b>HENW</b>	Debate / Feedback / Review on aggregate workforce demands and forecasts July and August 2014 with providers and LWEG	<b>July – August 2014</b>
<b>LWEG</b>	Consider aggregate workforce demand forecasts	<b>August 2014</b>
<b>HENW</b>	Submission of 1 <sup>st</sup> cut workforce demand to HEE	<b>18<sup>th</sup> August 2014</b>
<b>HENW</b>	Submission of 1 <sup>st</sup> cut Investment Plan and Education Commissioning Plan to HEE	<b>26<sup>th</sup> September 2014</b>
<b>LETB / LWEG</b>	Review outcomes of the planning process	<b>September 2014</b>
<b>HENW</b>	HENW review workforce planning intelligence and Board agree to education commissions	<b>September 2014</b>
<b>HENW</b>	Submission of 2 <sup>nd</sup> cut Investment Plan to HEE	<b>29th October 2014</b>
<b>HENW</b>	Publish Education Commissioning Plan and Workforce Plan for LWEGs / LETB and North West Stakeholders	<b>December 2014</b>

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