HEE NORTH WEST WORKFORCE PLANNING TIMETABLE 2015/2016 (v2 14.04.2015)

February | March | April | May | June | July | August

HEE NORTH WEST

Collate provider contacts to set up eWorkforce Tool

Emails to provider organisations sent out by Emma Hood and Ruth Cunliffe

Launch eWorkforce Tool / Train providers to use the tool

eWorkforce Tool webinars
08.04.15 @ 10.30
09.04.15 @ 14.00
13.04.15 @ 9.00
20.04.15 @14.30

Launch Workforce Planning round 2015 - inc. spreadsheet for additional data

A separate spreadsheet will be used to collate data on Assistant / Advanced Practitioners, Secondments and Return to Practice staff

Communicate HENW Confirm & Challenge / Moderation process to providers

HENW internal process set up to confirm & challenge and moderate workforce plans between teams:

- Workforce Strategy
- Education Commissioning
- Workforce Transformation

Set up eWin Workforce Planning Community for 2015

Guidance and policies available @ www.ewin.nhs.uk/workforceplanning

Email queries to: workforceplanning@nw.hee.nhs.uk

Provide Workforce Planning Capacity and Capability training to Providers

Training dates:
21/04/15 - 22/04/15
23/04/15 – 24/04/15
18/05/15 – 19/05/15
20/05/15 – 21/05/15
27/05/15 – 28/05/15

Share intelligence from Area Teams and CCGs with Providers

Offer a support mechanism to individual organisations

Specific dates available by region:
C&L: Ruth.cunliffe@nw.hee.nhs.uk
C&M: emma.hood@nw.hee.nhs.uk
GM: workforceplanning@nw.hee.nhs.uk

FAQ webinars
26.05.15 @ 10.00-11.30
27.05.15 @ 15.00-16.30
18.06.15 @ 11.00-12.30
08.07.15 @ 13.00-14.30

Up until 30.06.15 Receive submissions from providers

Begin Confirm and Challenge process with Providers

Confirm and Challenge process; timescales and questions available on eWin

30.06.15 Submit 1st draft to HEE

1.07.15 Begin Moderation process with Providers

Moderation process; timescales and questions available on eWIN

14.08.15 Submit 1st formal cut to HEE

MONITOR

- Submission of draft activity plan data (NHS Trusts, NHS FTs (except distressed NHS FTs))
- Submission of draft finance and activity plan data (CCGs, NHS England and distressed NHS FTs)

- Confirmation by providers of chosen tariff option (NHS Trusts and NHS FTs)
- Checkpoint for progress with planning measures and trajectories (CCGs, NHS England)
- National contract stocktake
- Contract Signature Deadline
- Full commissioner plans approved by Governing Bodies of CCGs Draft plans approved by NHS Trusts and NHS FTs

- Post-contract signature deadline: where contracts not signed, local decisions to enter mediation*
- Submission of full commissioner plans (CCGs, NHS England); Submission of draft plans (NHS Trusts & NHS FTs)
- Assurance of most recent plan submissions by national bodies
- Checkpoint for progress with planning measures and trajectories (CCGs, NHS England)
- Contracts signed post-mediation
- Entry into arbitration where contracts not signed; submission of Dispute Resolution Process paperwork
- Contract arbitration panels and / or hearings
- Arbitration outcomes notified to commissioners and providers

- Plans approved by Boards of NHS Trusts and NHSFTs
- Contract and schedule revisions reflecting arbitration findings completed and signed by both parties
- Submission of final plans (NHS Trusts & NHS FTs); Commissioner plan refresh if required (CCGs and NHS England)
- Assurance and reconciliation of operational plans

- Feedback to NHS Trusts