

IOW, Portsmouth & South East Hampshire

WORKFORCE PLANNING – TRIGGER QUESTIONS FOR PCT/G & TRUST SERVICE PLANNERS

A . What is the vision for future service delivery? Consider:

- In what ways will the service be redesigned and improvements achieved in quality and efficiency?
- What activity levels are expected?
- How will the service be delivered?
- What will be the care pathway?
- Where will the service be located?
- What shifts in workforce between organisations are likely to take place?
- How might the redesign of roles in the workplace improve effectiveness, efficiency and economy of care delivery?

B. What type of staff do we need to deliver this vision? Consider:

- What roles do we need, existing and new?
- How many staff do we need in each role?
- What skills and competencies are we looking for?
- What productivity levels do we expect?
- What are the anticipated costs?

C. How many staff with what skills and competencies do we have? - what is the make-up and cost of the current workforce? Consider:

- Staffing levels
- Absence levels
- Use of bank, agency and locums
- Overtime working
- Current productivity levels
- Current skills and qualifications?
- Age/retirement profile
- Gender/ethnicity balance issues

D. What is the position on workforce supply in the short, medium and longer terms? Consider:

- Level of leavers of all types
- Impact of returners initiatives
- Impact of "Improving Working Lives" policies
- Impact of external recruitment
- Impact of current CPD and other skills development and training
- Output from all types of current education and training programmes

E. To what extent does the present workforce and current supply position meet current and future service needs? What is the gap between what we need in numbers, skills and competencies and the present position? Identify:

- Recruitment issues
- Skills shortages/skill mix issues
- Productivity issues
- Cost levels

F. How can we make the staff available in the right number, with the right skills and competencies and organised in the right way? Identify timetable, milestones and targets for:

- Short/medium term action (1 – 3 years)
- Long-term action (5 years)

The aim is for this information will form part of integrated recruitment and retention and education and training strategies across the health and social care community.

G. To what extent does the current workforce, augmented by short/medium term action plans and the longer term supply position meet future requirements?