

**NHS DORSET CLINICAL COMMISSIONING GROUP  
PRIMARY CARE COMMISSIONING COMMITTEE  
PRIMARY CARE WORKFORCE PLANNING**

<b>Date of the meeting</b>	02/08/2017
<b>Author</b>	E Parson, Head of Workforce and Engagement
<b>Purpose of Report</b>	To provide an update on the workforce planning support provided to practices and localities to support the delivery of their transformation plans.
<b>Recommendation</b>	The Committee is asked to <b>note</b> the report.
<b>Stakeholder Engagement</b>	Each locality has been contacted in regards to the workforce planning support available. Practices vary in terms of the level of support received as this is dependent on the progression of their transformation plans and their state of readiness.
<b>Previous GB / Committee/s, Dates</b>	N/A

**Monitoring and Assurance Summary**

<b>This report links to the following Strategic Principles</b>	<ul style="list-style-type: none"> <li>• Services designed around people</li> <li>• Preventing ill health and reducing inequalities</li> <li>• Sustainable healthcare services</li> <li>• Care closer to home</li> </ul>		
	<b>Yes</b> [e.g. ✓]	<b>Any action required?</b>	
		<b>Yes</b> Detail in report	<b>No</b>
All three Domains of Quality (Safety, Quality, Patient Experience)	✓		✓
Board Assurance Framework Risk Register	✓		✓
Budgetary Impact	✓		✓
Legal/Regulatory	✓		✓
People/Staff	✓		✓
Financial/Value for Money/Sustainability	✓		✓
Information Management & Technology	✓		✓
Equality Impact Assessment	✓		✓
Freedom of Information	✓		✓
<b>I confirm that I have considered the implications of this report on each of the matters above, as indicated</b>	✓		

Initials: EP

## 1. Introduction

- 1.1 This report provides an update on the workforce planning support provided to practices and localities to support the delivery of their transformation plans.
- 1.2 This was recently presented to the GP Leads, a copy of the presentation for which is attached as Appendix 1.

## 2. Background

- 2.1 As part of the offer to practices and localities to support the delivery of their transformation plans, the CCG Workforce Team are providing practical and strategic advice and guidance to inform the development of their workforce plans.
- 2.2 The aims of the workforce planning support are to;
  - help practices and localities consider and respond to the current and future workforce required;
  - align with the Dorset system transformational changes, notably the integrated community and primary care services proposals set out in the Clinical Services Review;
  - align with the Dorset system Workforce Transition Plan, an iterative plan which is aligned to the Clinical Services Review Decision Making Business Case and will evolve to cover all clinical service areas over the coming 12-24 months;
  - ensure practices and localities inform the Dorset system Workforce Transition Plan and its subsequent actions and recommendations.
- 2.3 The 3 levels of workforce planning support available to practices and localities are as follows;
  1. Development of a workforce profile including baseline data and analysis for each practice and locality. This will be informed by central health care data (HSCIC returns), verified by practices and consider additional sources of information; for example the recruitment website DoorwaytoDorset.
  2. Development of a workforce plan for each practice and locality, including workforce modelling; for example the Wessex GP Tool and Health Education England's skill mix model. This plan will then align to the Dorset system transformational changes and Workforce Transition Plan.
  3. Provide a number of recommendations to support a sustainable workforce for practices and localities. For example recruitment of different roles and skills relevant to the practice and locality needs such as paramedics, MSK practitioners or apprentices to name a few.

## 3. Update on Progress

3.1 Over the last few months contact has been made with each GP lead or project manager for each of the transformational plans submitted.

3.2 In terms of progress directly with localities, this has been dependent in part on the locality's state of readiness. In summary;

All localities have been contacted and are being supported to develop their workforce profiles;

1 locality is ready to develop a workforce plan and a date is currently being arranged to commence this.

3.3 By the end of July/ early August 2017, workforce profiles will have been developed for all practices and localities. As a minimum this will be based on the HSCIC data returns and ready for validation by practices. This will therefore ensure that once localities are ready, progression to the development of a workforce plan will be prompt.

3.4 In addition, there is funding to secure additional resource to support the development and progression of the workforce plans with each locality. The resource will report into the CCG Workforce team to ensure alignment to the wider system workforce planning activity and the Primary Care Workforce Centre.

3.5 In the meantime, practices continue to be supported by the CCG Workforce team in terms of their recruitment requirements, with advice and guidance on different roles provided. Practices also continue to be supported by the Primary Care Workforce Centre, as set out in update paper to the Committee on 5 April 2017.

## 4. Conclusion

4.1 The CCG Workforce Team aims to provide practical and strategic support to practices and localities to support the development of a sustainable workforce plan. The team is well connected in terms of the Dorset system transformational changes which need to inform this workforce plan, along with the wider Dorset system Workforce Transition Plan. This will ensure localities have a plan that meets their needs, whilst being supported and aligned to the wider Dorset workforce activity.

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<b>APPENDICES</b>	
<b>Appendix 1</b>	<b>GP Leads Presentation on Workforce Planning Support</b>