

|                         |                    |                          |                                 |                      |       |
|-------------------------|--------------------|--------------------------|---------------------------------|----------------------|-------|
| <b>PROGRAMME</b>        | Workforce Planning | <b>PROGRAMME MANAGER</b> | John Rourke                     | <b>OVERALL RAG</b>   |       |
| <b>REPORT MONTH END</b> | September 2015     | <b>REPORT ISSUE DATE</b> | 30 <sup>th</sup> September 2015 | <b>REPORT STATUS</b> | Draft |

| PROJECTS/ SCHEMES STATUS  |                         |
|---|-------------------------|
| <ul style="list-style-type: none"> <li>New PM appointed 7<sup>th</sup> September 2105 to implement the Workforce Action Plan signed off by the Partnership Board.</li> <li>The SRO and two NHS members of the group have left the service. A new SRO is required as are two new NHS representatives. September meeting very poorly attended. New meeting times, dates and venues being re-arranged.</li> <li>Funding for the project continues to be drawn from the from HETV award. No BCF funding.</li> </ul> | <b>Project Status</b>   |
|   | <b>Financial Status</b> |
|   | <b>Activity Status</b>  |
|   | <b>Milestone Status</b> |

| KEY ACHIEVEMENTS                             |   |
|--|---|
| Skills for Health Workshop / GSW JD created, | <ul style="list-style-type: none"> <li>Report received from Skills for Health following three successful workshops. The report outlines the project methodology, outcomes and Next Steps/Recommendations. The workshop successfully defined the role of the Generic Support Worker and is represented in a Job Description Template. The Report has been circulated to the Steering Group for comment.</li> </ul> |

| NEXT STEPS / PLANNED ACTIVITIES              |  |
|--|--|
| Valuation of the GSW Job Description         | <ul style="list-style-type: none"> <li>The Generic Support Worker Job Description compiled during the three Skills for Health workshops will be evaluated by each Local Authority HR Team. This evaluation is required to inform the Business Case section of the PID.</li> </ul>  |
| Go / No Go decision required for pilot stage | <ul style="list-style-type: none"> <li>The valuation of the role JD and the perceived impact it would have on the role viability and potential for efficiency gains will inform the decision by the Steering Group whether to proceed with a trial introduction of the GSW role in each locality.</li> <li>The Business Case section of the PID will be further populated with information from the HR teams to allow for an informed decision on whether to progress to the controlled trial introduction of the GSW role within selected community teams.</li> </ul>   |
| Trial Introduction of GSWs                   | <p>At the SfH workshops, three team leaders offered to pilot the introduction of the GSW role.</p> <ul style="list-style-type: none"> <li>Reablement Team, West Berkshire; Lynda Davison.</li> <li>Reablement Team, Reading; Sue Kelly</li> <li>Intermediate Care Team, BHFT; Cathy Mills.</li> </ul> <ul style="list-style-type: none"> <li>In anticipation of a decision to proceed, a meeting has been arranged with Team Managers to determine the implications for each team e.g. backfill required, current establishment, skills gaps, governance requirements, risk and issues.</li> <li>Wokingham BC has been invited to nominate a representative.</li> </ul>                        |
| Workstreams                                  | <p>Irrespective of the number of GSWs involved in a trail introduction, six distinct workstreams will be required to assure that all aspects and requirements of the role are adequately covered to minimise risk and to give the best opportunity for success.</p> <ul style="list-style-type: none"> <li><b>Workforce;</b> Initially, to seek adaptable, interested HCAs and Support Staff to be managed and co-ordinated with clinical supervision in place.</li> <li><b>Comms and Engagement;</b> Essential for developing a shared vision; Reduce resistance to change; Reduce anxiety; Provide reassurance, Promote enthusiasm; Share good experience with peers and patients</li> </ul> |

## BW10 Integration Programme Workforce Planning Highlight Report

|                             |  |
|-----------------------------|--|
|                             | <ul style="list-style-type: none"> <li>• <b>Learning and Development;</b> Identify skills gaps; Shared H&amp;SC skills development; Joint Leadership Development; Joint H&amp;SC Certification for GSWs. Build confidence and value within the GSW role.</li> <li>• <b>HR/Governance;</b> Provision of data sets for baseline recording i.e. staff numbers, grades, vacancy / sickness factors; Policy and procedures for staff and patient safety; CQC requirements; Reduce risk of litigation.</li> <li>• <b>Finance;</b> Monitor use of HETV funding; Identify existing costs; confirm possible efficiencies; identify quantitative cost benefits i.e. cash / non cash releasing. Add to list of qualitative benefits.</li> <li>• <b>Culture;</b> Bottom up approach supports BW10 aspiration - Not done to, done with; GSWs act as change ambassadors. Embed integrated working as BAU.</li> <li>• Nominations are required from the Steering Group for Workstream Leads.</li> </ul> |
| PID / Business Case and TOR | A PID / Business Case to the BW10 format is being compiled. The Steering Group ToR agreed at the June meeting is also being revised to the BW10 format.  |

### NEW ISSUES RAISED THIS PERIOD

If the valuation of the GSW Job Description is higher than current rates for HCAs and Support Workers the project may not be fully supported.

### NEW RISKS IDENTIFIED THIS PERIOD

If the project Steering Group does not return full representation from both Health and Social Services, a lack of baseline information / data and essential input to teach workstreams will delay or stop project progress.

### PROJECT MILESTONES, DELIVERABLES

| <i>Project Milestones<br/>(Include all milestones from last month onwards)</i> | <i>Task Owner</i>           | <i>Original Delivery Date</i> | <i>Planned delivery Date</i> | <i>Conf H/M/L</i> | <i>Explanation for slippage, impact on workstream and actions being taken. Has any re-planning been approved by appropriate Board?</i> |
|--|-----------------------------|-------------------------------|------------------------------|-------------------|--|
| Developing new roles (GSW) to drive integration                                | Workforce Programme Manager |                               | Sept 2015                    |                   | JD and PS completed. Being evaluated. Prior to approval by the Steering Group.   |
| Providing skills development   | Workforce Programme Manager |                               | Sept 2015                    |                   | Meeting arranged with L&D teams to discuss shared training opportunities and gaps.   |
| Supporting joint recruitment   | Workforce Programme Manager |                               | Sept 2015                    |                   | No action to date.   |
| Leadership Development   | Workforce Programme Manager |                               | July/August 2015             |                   | To be inked to Clinical Supervisory role required to be in place prior to trial introduction of the GSW role.                          |
| Improving workforce information  | Workforce Programme Manager |                               | July August/2015             |                   | No action to date. HR teams not yet tasked with providing baseline information. Include Governance within this workstream              |
| Supporting Cultural change   | Workforce Programme Manager |                               | July 2015                    |                   | Link to development of the Comms/Engagement Workstream   |
|  |                             |                               |                              |                   |  |

**BW10 Integration Programme**  
**Workforce Planning Highlight Report**

| Project Budget / Cost Summary (£000s) as at DATE |                                    |                      |                             |                                  |                                    |                      |                             |                                  |                                    |                      |                             |                                  |   |
|--|------------------------------------|----------------------|-----------------------------|----------------------------------|------------------------------------|----------------------|-----------------------------|----------------------------------|------------------------------------|----------------------|-----------------------------|----------------------------------|---|
| Funded From:                                     | s256                               |                      |                             |                                  | CTA                                |                      |                             |                                  | Council Funding                    |                      |                             |                                  | Explanation – please use box below if further space is required |
| Cost Type  | Original budget (in Business Case) | Actual spend to date | Forecast to 31st March 2015 | Forecast To Completion of scheme | Original budget (in Business Case) | Actual spend to date | Forecast to 31st March 2016 | Forecast To Completion of scheme | Original budget (in Business Case) | Actual spend to date | Forecast to 31st March 2015 | Forecast To Completion of scheme |   |
| <b>Programme and Project Management costs</b>    |                                    |                      |                             |                                  |                                    |                      |                             |                                  |                                    |                      |                             |                                  |   |
| Derek Williams                                   |                                    |                      |                             |                                  | 500,000                            | 15,690               | 15,690                      |                                  |                                    |                      |                             |                                  |   |
| Alison Forfar                                    |                                    |                      |                             |                                  |                                    | 14,250               | 14,250                      |                                  |                                    |                      |                             |                                  |   |
| John Rourke                                      |                                    |                      |                             |                                  |                                    |                      | 30,000                      |                                  |                                    |                      |                             |                                  |   |
| Skills for Health                                |                                    |                      |                             |                                  |                                    | 31850                | 31,850                      |                                  |                                    |                      |                             |                                  |   |
|  |                                    |                      |                             |                                  |                                    |                      |                             |                                  |                                    |                      |                             |                                  |   |
|  |                                    |                      |                             |                                  |                                    |                      |                             |                                  |                                    |                      |                             |                                  |   |
| <b>Sub Total</b>                                 | <b>0</b>                           | <b>0</b>             | <b>0</b>                    | <b>0</b>                         | <b>500,000</b>                     | <b>61,790</b>        | <b>91,790</b>               | <b>0</b>                         | <b>0</b>                           | <b>0</b>             | <b>0</b>                    | <b>0</b>                         |   |
| <b>Pump Priming for Go Live</b>                  |                                    |                      |                             |                                  |                                    |                      |                             |                                  |                                    |                      |                             |                                  |   |
| Developing new (GSW) roles to drive integration  |                                    |                      |                             |                                  |                                    |                      | 70,000                      |                                  |                                    |                      |                             |                                  |   |
| Providing skills development                     |                                    |                      |                             |                                  |                                    |                      | 130,000                     |                                  |                                    |                      |                             |                                  |   |
| Supporting joint recruitment                     |                                    |                      |                             |                                  |                                    |                      | 70,000                      |                                  |                                    |                      |                             |                                  |   |
| Leadership Development                           |                                    |                      |                             |                                  |                                    |                      | 100,000                     |                                  |                                    |                      |                             |                                  |   |
| Improving workforce information                  |                                    |                      |                             |                                  |                                    |                      | 29,000                      |                                  |                                    |                      |                             |                                  |   |
| Supporting Cultural change                       |                                    |                      |                             |                                  |                                    |                      | 42,000                      |                                  |                                    |                      |                             |                                  |   |
| Project Management                               |                                    |                      |                             |                                  |                                    |                      | 42,000                      |                                  |                                    |                      |                             |                                  |   |

**BW10 Integration Programme**  
**Workforce Planning Highlight Report**

|                      |          |          |          |          |          |          |                |          |          |          |          |          |          |
|----------------------|----------|----------|----------|----------|----------|----------|----------------|----------|----------|----------|----------|----------|----------|
| Labour Market Report |          |          |          |          |          |          | 17,000         |          |          |          |          |          |          |
|                      |          |          |          |          |          |          |                |          |          |          |          |          |          |
|                      |          |          |          |          |          |          |                |          |          |          |          |          |          |
| <b>Sub Total</b>     | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>500,000</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
|                      |          |          |          |          |          |          |                |          |          |          |          |          |          |
| <b>Totals</b>        | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>       | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**FINANCE** *Explanation for slippage, impact on workstream and actions being taken. Has any re-planning been approved by appropriate Board?*

Full description of any areas of concern/ to highlight from costs table above