**Executive Team sign off of Annual Workforce Plan submitted to HEWM**

* **Review of workforce forecasts – do year 1 / 2 forecasts reflect forecast demand?**

**Key Headlines identified within the plan include: (e.g. TUPE changes, CCG service changes, key areas of growth eg ACP expansion, etc)**

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| **Key headlines** | **Summary** |
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**What won’t be included in the plan: eg unknown impact of future re-configuration plans (eg Surgical Re-configuration)**

**Specific Workforce challenges identified within the plan: (include Medical and Non-Medical, workforce hotspots which are presenting challenges to your Trust and wish to be raised at the LETC confirm and challenge meeting ) –** think this needs to be explicit in terms of link to education commissioning

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| **Workforce Challenges** | **Summary** |
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**Key Risks and Issues identified within then plan include:**

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| **Workforce risks and issues and possible implications of planned service change** | **Level of Risk (H,M,L)**  **Pre Mitigation** | **Mitigation** | **Level of Risk (H,M,L)**  **Post Mitigation** |
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**Having reviewed the above headlines can you confirm this plan is ready for Executive sign off?**

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| **Yes** |  |
| **No (please explain rationale below** |  |

**Actions to be addressed for sign off of workforce plan by Executives (Executive team to complete this section once they have reviewed the headlines above and if they have ticked that the plan is not ready for sign off)**

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