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| Board Meeting: | 26 September 2019 | dual branding.jpg |
| Subject: | Workforce Plan 2019-20 |

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| **Recommendation** | Board members are asked to: |  |
|  | Discuss and Note |  |
|  | Discuss and Approve |  **✓** |
|  | Note for Information only |  |

**1 Background**

This document contains the draft Workforce Plan 2019-20, which highlights the progress made in 2018/2019 and plans for 2019/2020 and further into the future with the expansion of Golden Jubilee Foundation services.

**2 The Workforce Plan**

The Plan follows the Scottish Government mandated six-step methodology for workforce planning and is structured with the following sections:

* Background to the Workforce Plan – identify the purpose of the plan, its outputs, the process followed and give an update on the actions from the previous Plan;
* Demand Drivers and Service Change – identify the factors that will have an effect on the workforce in the period covered by the plan and further into the future;
* Defining the Required Workforce – projections of staff numbers for each job family, along with further details of workforce requirements where appropriate;
* Characteristics of the Current Workforce – links to the Workforce Monitoring Report for 2019/2020, which provides a breakdown of staff according to the GJF’s structure and national job families, look at gender, age and other factors;
* Supplying the Required Workforce – identify the actions we plan to take, and who is responsible for completing them, to supply the workforce required for the future; and
* Implementation, Monitoring and Review – identifies the Strategic Workforce and Education Steering Group as having the responsibility for monitoring and reviewing progress.

**3 Conclusion/Recommendation**

Board members are asked to consider and approve the contents of the Workforce Plan 2019-20.

**Gareth Adkins (Author) David Wilson, Senior Medical Staffing and Workforce Information Advisor**

**Director of Quality, Innovation and People**

**12 September 2019**