

**SAMPLE MENTAL HEALTH SERVICE
DEVELOPING THE TRUST'S WORKFORCE PLAN**

OUTLINE WORK PROGRAMME

10.00 am	Assemble and Coffee
10.30 am <i>(plenary session)</i>	<p>Session 1: The Workforce Planning Framework</p> <ul style="list-style-type: none"> • The Medium Secure Services Strategy – Expansion and Growth. • The Repatriation Programme – Impact Assessment. • The Criminal Justice Reform Programme – Impact Assessment.
11.30 am	<p>Plenary session to build-up the Trust's Workforce Planning Framework including:</p> <ol style="list-style-type: none"> i) the impact assessment of NHS England's commissioning intentions; ii) the Trust's service development assumptions; iii) the service and staffing analytical bundles.
12 noon	Discussion to map-out the best sources of information for the above and how they can be accessed and validated.
1.00 pm	Lunch
1.30 pm <i>(plenary session)</i>	<p>Session 2: The Workforce Planning Process</p> <ul style="list-style-type: none"> • Risk Profiling Factors. • The "Quality Quotient" Requirement. • Mitigation Strategies.
2.00 pm	Plenary discussion to map-out how these factors can be identified as part of the business planning process and incorporated into the workforce plan.
3.00 pm	Summary of the discussions and check agreements concerning who is going to do what by when.
3.45 pm	Close and Tea