‘Meeting in a minute’
Your update from the Strategic Workforce Alliance meeting

Date of meeting
01 April 2010 at Southern House Otterbourne.

In attendance: Katherine Fenton, Kevin Flynn, Allan Jolly, David Williams, Nadia Chambers, Chris Wintle, Michael Marsh, Beverley Harden, Julie Martin, Ruth Monger (Head of Workforce Planning)

Apologies: Mark Hackett, Tony Halton, Sue Donaldson & David Sines. Not in attendance: Peter Sharp, Mark Palmer

A quick summary of the main discussion
- ToRs – agreed subject to minor amendments paragraph 7 bullet 3. (see attached) & add ‘sign off’ implementation plan for Workforce Strategy, agree HIEC priorities
- Clarification that specific representation of smaller professions would be invited in as appropriate
- Membership agreed with additional invite to be sent to CE of Royal Berks Hospital, to provide an FT perspective. Members to take mature attitude to representing and feeding back to broader stakeholders.
- Presentations received (see attached) on Workforce planning and Medical Workforce Planning.
- Main discussion about bringing members up to speed with complexity of workforce planning to inform future decision making

The must know facts from today
- Capacity, capability across patch for med-long term workforce planning is being strengthened. Currently only 5 dedicated wte across 9 PCTs
- Workforce Strategy (ver 15) approved by SHA Board
- Paper on building capacity and capability for commissioners/providers accepted by BoC
- AJ & RM meeting with SHIP & MOBBB next week to start implementation

What happens next?
- AJ to invite Ed Donald (CE RBH) to become member of group (post meeting note – ED has accepted)
- Next meeting topics: Workforce Planning Cycle (RM), review year 1 implementation plan for Workforce Strategy, receive high level overview of PCT Operating plans(RM to provide)
- Steve Fairman to be invited to provide overview of QIPPP framework and what it means for workforce (AJ)
- Follow up seminar to be arranged on what we can do regarding medical education. (RM)
- Agenda item on Chief Executives Meeting on workforce planning and medical workforce planning. (AJ).

Details of next meetings:
25 May 2010, 1400 – 1700, Rivergate House, Newbury
09 July 2010, 1330 – 1630, Rivergate House, Newbury
15 September 2010, 0900 – 1200, Southern House, Otterbourne
15 December 2010, 0900 – 1200, Southern House, Otterbourne