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| Board Meeting: | 14 February 2019 | GJF RGB WITHOUT STRAPLINE |
| Subject: | Workforce Plan 2018/2019 |
| Recommendation: | Board members are asked to:  |  |  | | --- | --- | | Discuss and Note |  | | Discuss and Approve | X | | Note for Information only |  | | |
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**1. Introduction**

The draft Golden Jubilee Foundation Workforce Plan 2018/2019 highlights the progress made in 2017/2018 and plans for 2018/2019 and beyond with the future expansion of our services.

**2. The Workforce Plan**

The draft Workforce 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 2018/2019, which provides a breakdown of staff according to the Golden Jubilee’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.
* Implementation, Monitoring and Review – identifies the Strategic Workforce and Education Steering Group as having responsibility for monitoring and reviewing progress.

**3. Conclusion**

Board Members are asked to discuss and approve the Workforce Plan 2018/2019.

Gareth Adkins

Director of Quality, Innovation and People

16 January 2019

(David Wilson, Senior Medical Staffing and Workforce Information Advisor)