**A practical guide for strategic   
workforce planning, shaping and commissioning**

**Workforce strategy template**

It’s important that a workforce strategy is communicated to all parties involved in workforce planning, shaping and commissioning. It helps providers to consider implications for their organisation’s business and workforce plans.

The following headings give you with some suggestions of what you might want to cover in your workforce strategy, and we’ve included strategy and action plan templates.

* Introduction/executive summary:This section covers the purpose of the strategy and can include a high-level overview of current workforce analysis and care provision analysis with any background information. Include where are you now with a summary of key aims of the strategy and where you want to be.
* Scope of the strategy: This section confirms which parts of the market/workforce it covers e.g., local authority, Integrated Care Systems (ICSs), private, voluntary and independent (PVI) sector and how long it is for.
* Context: Discuss the strategic context – national, regional, system and local, taking into consideration recent legislation, policy drivers etc.
* Strategic ambitions, aims and objectives:Consider outlining the strategic ambition, aims and objectives of the local authority/ICSs i.e. where you need to be based on the context.

**Remember to include:**

* the key values that need to be displayed in the workforce and key points from your demographic analysis
* the wishes, needs and aspirations of people supported, carers, families and communities as well as ethnicity and population analysis.

**Top tip:** further detail can be included in an appendix.

# Key Priorities: This section outlines how you are going to achieve these ambitions, aims and objectives.

* References and appendices: Finish with signposting to key documentation and appendices.

**Workforce plan template**

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| **Introduction/Executive Summary** |

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| **Scope of the Plan** |

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| **Context** |

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| **Strategic ambitions, Aims and Objectives** |

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| **Key Priorities and how you are going to achieve them** |

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| **References and appendices** |

We recommend your strategy is published and shared to help inform operational workforce planning by your adult social care provider market and communities.

**Workforce strategy implementation action and monitoring plan**

Your workforce strategy is not the all-inclusive finished product. It is the first stage of a medium to long term process. We recommend the strategy has an implementation action and monitoring plan.

| **Priority number** | **Action**  What needs addressing? What will you do? | **Indicators**  How will you measure progress? | **Outcome**  What do we hope to achieve and for whom? | **Lead** | **Resources required** | **Target date** | **Progress: red, amber, green** | **Comments** |
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This will need regular review and notes with progress, learning and successes shared and celebrated.