

Regional workforce planning: quarterly report

Item	Detail
Region	Midland Region
Quarterly period report covers	1 January 2013 to 31 March 2014

Status (traffic light*)	Outcome	Activity	Notes
Green	Services understand best practice workforce development planning methodologies and the workforce data required in planning	WFPL with Te Pou developed an engagement approach for three audiences within Midland region.	WFPL requested acknowledgement of earlier work by organisations participating in survey monkey, pilot sites and supporting networks. This was necessary before moving forward - feedback has been positive.
Yellow	High level of service cooperation and participation in the workforce stocktake	Survey packs sent to five DHB's and NGO's. Hardcopy and electronic versions (compatible Windows 2007/2010/2013)	Regional WFPL is supporting DHBs/NGOs to complete the survey. A combination of hardcopy and electronic version has been recommended to support completion.
Yellow	Quality workforce data is available, accessible and used to inform regional and local workforce development planning	Te Pou and Matua Raki's communication plan supports data collection processes – Dec 2013	Difficulties experienced with changes and delays to processes and survey. Open dialogue with organisations has been helpful moving forward.
Yellow	Services establish and use best practice workforce development planning methodologies	WFPL to provide resources to regional networks for distribution	Getting it right – a workforce planning approach resource is made available to organisations on request.
Yellow	Local workforce development planning processes identified	Regional response to planning workforce development – <ul style="list-style-type: none"> • Maori MH&A Summit • Trauma Informed Care • Perinatal Infant Integrated Workforce strategy 	Support a new approach to improve service delivery and health outcomes through a regional Inpatient Clinical Care Network.
Green	Mental health and addiction workforce development planning is aligned to relevant activities of the regional training hubs	Regional activities align to national requirements and regional Mental Health & Addiction workforce development planning	Regional activities planned – Trauma Informed Care aimed at reducing restraint and seclusion, improving health outcomes for Maori. Maori MH&A Summit.
Green	Regional workforce development plan developed (or incorporated into existing regional planning processes)	Midland Region Workforce Strategic Plan 2013-2016 is in place	Work to MR WF Strategic Plan 2013-2016; Trauma Informed Care Maori MH&A Summit Clinical Governance Network Portfolio Managers Network Addictions Network He Tipuana Nga Kakano Te Ao Whanau Leadership Network Workforce Advisory Network

*see definitions below

What new risks or issues have been identified (provide a description and the date the risk or issue was identified)	What is the likelihood of this occurring (G,A,R*)	Likely level of impact (G,A,R*)	Consequences	Mitigation
Delays and changes to More Than Numbers has been challenging for WFPL.			Delayed deliverables and potential damage to reputation of this work.	A creative pathway to acknowledge the commitment of organisations and networks for the survey/stocktake has helped with relationships and engagement.
It is not mandatory for services to complete survey identified on 15/11/2013			Difficulties for some DHBs to gain Ethics Approval.	Support to those services to complete the survey – Ethics approval and/or workload are issues for DHBs.

**see definitions below*

Possible opportunities to innovate (i.e. better meet the needs of stakeholders)

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| <ul style="list-style-type: none"> • A Road Show to profile More Than Numbers to all DHBs and NGOs would have provided opportunities for dissent conversations that may lead to supportive conversations and increased buy in. • Trauma Informed Care (TIC) workshops (Regional approach) • Maori MH&A Summit (Regional approach) |
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Other information

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| <ul style="list-style-type: none"> • The Acknowledgement Statements valued stakeholders and helped to strengthen the relationship with WFPL. |
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Date	10 April 2014
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Traffic Light Explanations and Risk Ratings

Traffic Lights

Traffic light	Meaning	What is required for the report
Red	Urgent intervention is necessary to avoid failure or very adverse consequences to performance, outcomes and reputations. Further follow up will be required to work on solutions and monitor outcomes with project or programme funders. Regular updates and additional reports will be required.	Provide full explanation of implications of action and failure to act. Present an acceptable mitigation strategy to manage the risk. Consider the likelihood and impact of an adverse result. Project Sponsors will subsequently present the risk mitigation strategy to SLT. Additional ad hoc reporting will almost certainly be required by SLT.
Amber	Caution is required (issue that could have a negative impact or performance or outcomes if it becomes a risk) a brief explanation of proposed solutions is required. This issue will be on watch, further information may be required, and discussion will occur in the next face to face meeting	Provide a brief explanation of issue and proposed solution. Consider the likelihood of and impact of an adverse event. Project Sponsors will subsequently explain the main points of the risk mitigation strategy to SLT. SLT will expect to be notified promptly if the situation does not improve as planned.
Green	Everything on track or completed, no additional narrative required.	Provide one sentence on progress or achievement and consult the Project Sponsor about preparing a 'spot light' story for significant achievements. Project Sponsors will be invited to identify a small number of projects to feature as examples of innovation or noteworthy workforce developments. SLT will decide which stories will feature in the Quarterly Report or be used for other promotional purposes.

Ratings of Risk

Likelihood of occurrence	Description	
Green (Low)	The risk is seen as unlikely to occur within the time horizon of the work.	
Amber (Medium)	The risk is seen as likely to occur within the time horizon of the work.	
Red (High)	The risk is expected to occur within the time horizon of the work.	
Level of Impact	Examples of impacts	Example
Green (Low)	Example of low or negligible impact	The risk will not substantively impede the achievement of the deliverable or project, causing minimal damage to the regional agency and/ or Te Pou's reputation.
Amber (Moderate)	Example of Moderate impact	The risk will cause some elements of the deliverable or project to be delayed or not be achieved, causing potential damage to the regional agency and/or Te Pou's reputation.
Red (High)	Example of high impact	The risk will cause the deliverable or project objectives not to be achieved, thereby damaging the regional agency and/or Te Pou's reputation.