**BACKLOG RECOVERY PLAN**

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| **PURPOSE** | Brief outline of Backlog issue / Area of Backlog recovery plan | |
| Name(s) | | Title(s) |
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|  | **Performance and backlog issues identified** |
| * *Brief information on historical issues and performance that have led to the need to create a recovery plan.* * *Need to include the impact on overdue patients and services.* | |
|  | **Demand and capacity** |
| * *Graphical representation of the demand and capacity for six months/one year.* | |
|  | **Weekly / Monthly Trajectories for recovery (graphs and brief text)** |
| * *Graphical trajectories with a brief narrative on plans.* * *The detail in the plans must directly relate to the trajectories, e.g., showing weekly changes to waiting lists.* * *Clear timelines showing when performance is anticipated to recover.* * *Example data below* | |
|  | **Systems and processes to support the recovery plan** |
| * *A brief description of changes to current systems and processes. Example*   + *plans to recruit an interim resource to cover areas such as demand and capacity analysis*   + *dedicated support* | |
|  | **Plan** |
| * *Reassurance around the measures now in place to prevent this occurring again.* * *The plan should include a capacity buffer below the backlog threshold.* | |
|  | **Risk** |
| * *All the threats and risks that can affect our compliance and plan.* * *Include safety/wellbeing risks to service users waiting the longest or with identified clinical risks* | |