



# Strategic Workforce Planning



## Strategic Workforce Planning

- Connects workforce planning with financial planning and service delivery
- Identifies any factors that may impact on the workforce plan, MTFS and any potential skills gaps/succession plans
- Has an overview of the impact of workforce strategies (*Workforce Strategy, Wellbeing, Training plans*)



## Why are we doing this?

- **Organisation wide approach** to managing our workforce; rigour, consistency & fairness
- Connects service plans with financial and workforce plans at corporate level
- Good practice and provides an opportunity for constructive challenge
- Team approach
- Better management of notice periods and recruitment windows



# Workforce Planning Meeting

- Review workforce data
- Review vacant roles and approve recruitment at monthly meeting
- Length of a time for an advert is to increase to one month
- It is no longer acceptable to utilise funding from posts which are partly vacant to enable additional roles to be created within departments
- The organisation will no longer utilise agency staff/temporary staff to cover vacancies without the sign off from the Chair of the Workforce Planning meeting

*Exceptions considered by Chief Executive*



## Points of note

- The approach to managing establishment is not about not supporting flexible working
- Lengthening the recruitment windows brings us in line with other public sector partners
- Two exceptions; waste & cleansing staff and grounds maintenance staff



## How will this work?

- First meeting will be 31 October 2019
- Directorates with a resourcing request will be represented by relevant HR Business Partner, who will collect requests for the first meeting from w/c 7 October 2019.
- HR Business partners can provide details of monthly meetings
- Decisions from the meeting will be made available for viewing

