

Weekly Resourcing Meetings – Guidance Document

Meeting Guidelines

The Network Working Group have along with the business, developed the following guidance to aid and assist you with weekly resourcing meetings and to establish and determine the process for holding these meetings.

Aim and Purpose of the Weekly Resourcing Meeting

The aim and purpose of the meeting is to utilise all available information to ensure the discussion is genuine and aims to guarantee a shared goal with an agreed output. The focus of the meeting should be to review past and current resourcing along with planned exceptional events, to identify what the resourcing needs are for the week/s to come.

- Correct and current data including, vehicle plans (including out of service/Hire), agency levels and any BAU changes with associated rationale
- Structured agenda – know what to discuss
- Appropriate attendees:
 - Everyone involved
 - All reps and all managers
- Clear outputs
- Level of knowledge for attendees to be equal
- Way forward even when there's a conflict of views

Meeting Process

Resourcing meetings are mandatory meetings and should take place every week as a minimum and be supplemented by daily and quarterly interaction. To ensure genuine involvement and commitment an element of facility time will be agreed locally. Consideration must be given on alignment of manager and representative in each site, as the size of the VOC and number of representatives available will vary, this will be agreed locally. The recommendation for the attendees and structure of these meetings follows a tiered approach:

- Daily touchdown at the start of every shift – Shift Manager/Shift Rep
- Weekly SI/Plant manager level – Unit Manager/Unit or Nominated Rep
- Quarterly Area Manager/Area Rep Head of Distribution/Divisional Rep

Content to be reviewed during the Weekly Resourcing Meeting

There are three specific areas: base data, previous week's performance and the coming week's plan including a 4 week forecast of the manpower plan and the potential agency requirements. Within these areas there are a number of topics that should be discussed.

Annex A

Base data needs to be accurate and known:

- Current RSL
- Current Vehicle Plan
- Any proposed BAU changes and associated Rationale
- Agency profile
- Current Sick Levels
- Annual leave
- Scheduled attendances where appropriate (OPG/MGV Grade)
- Exceptional event trends/requirements

Previous week's data:

- Agency utilisation
- Any Ad hoc activity
- Sick levels
- Annual leave levels
- Move to time Issues
- Late Arrivals
- Exceptional event trends/requirements

Next week's plan with an overview of the following:

- Known Absence and annual leave
- Reserve Levels and roles being performed
- Agency Profile
- Pre-list overtime (where known)
- Short notice demand solution (local process)
- Rehab integration back on to shifts
- Loans and borrows planned (inc career path)
- Exceptional event trends/requirements

Content to be reviewed during the Quarterly Resourcing Meeting

The quarterly meetings should take place at key points in the year: March, June, September and December. The following should be discussed and reviewed during these meetings:

- Any known future changes
- Previous quarter's performance
- BAU changes with associated Rationale
- Staff changes – known leavers/retirements
- Resourcing mix – 12 week review including coverage of vacant duties and potential recruitment options
- Projects
- Special/Exceptional events planning/seasonal requirements
- Resource alignment
- Review of weekly resourcing meetings and resourcing in line with agreed plans