

## **Resourcing Checklist – Network/Distribution**

### **Meetings**

1. Are weekly resourcing meetings held by the relevant managers and CWU reps using agreed scheduled/appropriate release time?
2. Is an agreed standard resourcing meeting agenda followed for the weekly, monthly, and quarterly resourcing meetings?
3. Are the agreed decisions arising from all resourcing meetings communicated and displayed to all colleagues?
4. Has all relevant data including the current RSL, vehicle plan, updated change log, change requests and rationale been supplied and discussed?

### **Data**

1. Have you reviewed the previous quarter's performance (Quarterly Meetings) and do any capacity or outstanding issues need to be addressed?
2. Have you reviewed any operational changes including agency forecasts, plant forecasts, customer contracts and business efficiency plans such as Network/Distribution Reviews, Diversions and Fleet commercialisation that will impact on any resource requirements?
3. Have you reviewed revised road plans and quality road services, including traffic/route diversions that could impact on resourcing requirements?
4. Do you have the correct resource alignment with all the right hours in the right place to meet the operational requirements in line with national agreements?
5. Have you considered and actioned accordingly tasks relating to Special Events such as Bank Holidays, Peak Periods and Christmas?

### **Resource Mix**

1. Have you reviewed the labour model mix for the last 12 weeks and does this need to change?
2. Have you reviewed the level of reserves to ensure that sufficient reserves are available to provide robust staffing.

## Annex B

3. Have you reviewed PT staff consistently working increased hours and do these need to be addressed?
4. What has the agency usage been over the last week/month/12 weeks – do you need to change the structure to address agency hours?
5. Have you presented an 8 week forecast to the Agency suppliers within the agreed timescales to mitigate risk to the resourcing plans?
6. What Fixed Term Contracts are in place and what are the plans for ceasing / extending or converting to substantive?
7. Do you discuss staff changes weekly to understand if there are any known leavers/retirements and the resourcing solution?
8. Have recruitment requisitions been raised to ensure new starts are landed into the business at the appropriate time?
9. Have the relevant quarterly forecast files been updated and submitted within the agreed timeframes?
10. Do you review regular loans and borrows, including Driver Career Path Candidates and look for permanent solutions in line with National Agreements?
11. In line with national agreements are all paid hours worked?
12. Are the limits imposed by the Working Time Directive and Driving Regulations strictly observed within the resourcing plan including periods of rest breaks?
13. Are all scheduled attendances available and supported by signed undertakings by each employee in line with current National Agreements?

## Absence

1. Is there a robust annual leave planning process in place that aligns annual leave to workload and also provides flexibility for ad hoc days for employees?
2. Is the annual leave plan for everyone in the unit communicated on display in the office and supported by an individual leave card?
3. Are extra leave slots available in the summer as a result of the reduced workload?

4. Have you reviewed the current sick levels, rehab plans and other absences and factored these into the resource plan within the unit?
5. Have you reviewed resourcing gaps and agreed short term duty opportunities?
6. Are the resourcing methods being used compliant with National Agreements?