

Workforce Planning Matrix

Issues to consider	Gaps/Issues identified	Action required	PA/corporate impact?
<p>Current Gaps</p> <p>Corporate <i>What gaps have you identified in your managers leadership skills?</i></p> <p><i>What gaps have you identified in your managers current management skills?</i></p> <p><i>Do you have any groups of staff who would benefit from skills for life (basic skills) development? Which?</i></p> <p><i>How closely does your Service management profile reflect the community?</i></p> <ul style="list-style-type: none"> ▪ <i>Women</i> ▪ <i>BME</i> ▪ <i>Disabled</i> <p><i>How closely does your Service workforce profile reflect the community:</i></p> <ul style="list-style-type: none"> ▪ <i>Women</i> ▪ <i>BME</i> ▪ <i>Disabled?</i> 			

Is work-life balance embedded to retain staff? Where are the gaps?

What is the current rate of sickness absence? Where are the problem areas? What are the reasons?

Service

What skills shortages have been identified in your Service:

- *Job specific skills*
- *Technical skills*
- *Employee competencies*
- *Generic competencies?*

Is your current turnover a cause for concern? Are there any specific areas of high turnover? Where?

Why do people leave your Service?

Is recruitment too expensive/inefficient? Are there any areas of recruitment difficulty?

What is the image of your Service? Any areas for improvement?

Are there any current pay issues in your Service? Where?

<p>Future Needs</p> <p>Given Corporate objectives and the objectives of your Service for the next 3 years:</p> <p>Corporate</p> <p><i>Do you have sufficient managers with potential to be future leaders?</i></p> <p>Service</p> <p><i>Will your Service experience changes in level of workload, demand or customer requirements?</i></p> <p><i>Will changes in legislation require any employees to have different development, skills, knowledge?</i></p> <p><i>Will the structure of your Service need to change?</i></p> <p><i>Are any specific levels of qualification required (e.g. NVQ, ECDL?)</i></p> <p><i>Will changes in working practices impact on the skills/knowledge your employees require?</i></p>			
--	--	--	--

<p><i>Are all key stakeholders/partners being consulted on Service changes?</i></p> <p><i>Are employees able to progress within the Service? Are there any blockage areas?</i></p> <p><i>Does your age profile indicate any future areas with high retirement rates?</i></p> <p><i>Will changes to the Service impact on rates of pay?</i></p>			
--	--	--	--