Weekly Resourcing Meeting Agenda

Agenda

Topic	Discussion Points	Inputs
Last week's resourcing	• Were the hours aligned to the traffic volumes? • Did we cover all deliveries & collections (all duties) / were there any failures? • Did we need to flex indoor / outdoor hours (up or down)? • Did we need to ask anyone to vary their hours? • Did we loan or borrow staff from other units / functions? • Did we experience any specific staffing / resourcing issues? • Are the flexing up / lapsing / absorption / covering other work arrangements working well and can they be refined? • Do we need to communicate anything to staff / put on notice board as a result? • How accurate was the traffic forecast?	• Traffic forecasting tool • IWT workload forecast • Actual traffic and hours
Next week's resourcing	• Are there any changes to volumes, hours and resource required for the plan? • Do we need to communicate anything to staff / put on notice board as a result?	• Plan for next week from last week's resourcing meeting
Planning for two weeks ahead	• Review inputs (volumes, hours, A/L ad hoc requests, absence etc.) • Are all duties covered (including SA)? • Are hours aligned to traffic volumes? • Do we need to flex hours (up or down)? • Have all seasonal events and red dot days[1] been considered? • Are all staff trained to cover designated duties? • What do we need to communicate to staff / put on notice board?	• Traffic Forecast tool • IWT Workload Forecast • D2D contract bookings • SIP, FT, PT and reserve numbers • Annual Leave • Sick / other absence • Ad hoc requests (e.g. family friendly, A/L etc.) • Unplanned / exceptional events
Any Other Business (discuss when required)	• Seasonal flexing and resource plans • Absence coverage, annual leave other absence • Annual leave plan • Red dot days[1] • Training • Forecast vacancies, fill, hold or remove post? • Fixed term contracts approaching end of term	• Ensure RCS codes and hours recording are accurate • APLUS up to date

Note 1. e.g. Mothers Day, Valentines Day, Bank Holidays, Xmas, etc.   Note: Ensure robust resource arrangements are in place for dependent SPDO's.

Weekly Resourcing Meeting Agenda

Information / Notes Sheet

Unit Name		Date	
DOM		CWU Rep	

Last week's resourcing			
	Planned	**Actual**	**Comments**
Traffic Volume			
Hours			
Resourcing Issues / Improvement opportunities to note:			

Next week's resourcing		
	Planned	**Changes / Resourcing Issues / Actions to note:**
Traffic Volume		
Hours		

Weekly Resourcing Meeting Agenda

Weekly Resourcing Meeting

Planning for two weeks ahead		
	Planned	**Comments**
Traffic Volume		
Hours		
Resourcing Issues to consider (including A/L, sick, ad hoc requests, training etc.):		

Any Other Business
Notes…