

Social Security Programme Management & Delivery

Workforce Planning Group Meeting – 20 February 2019

AGENDA

1 Welcome – Redacted

2 Review of the draft Terms of Reference

3 2019/20 Resource Profiling

4 AoB

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Workforce Planning Group Meeting – 12 March 2019

AGENDA

1 2019/20 Resource Profiling & Baseline

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Workforce Planning Group Meeting - 3 April 2019

AGENDA

1 2019/20 Resource Profiling Baseline

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Workforce Planning Group Meeting - 16 April 2019

AGENDA

1 Update on 19/20 profiling - Redacted

2 KPMG recommendations and next steps – Redacted

3 Accommodation update - Redacted

4 AOB - Redacted

Meeting Name	Work Force Planning Meeting
Date and Time	Tuesday 16/04/2019 10:30 – 11:30
Location	AQ4 1st Floor Meeting room 1.4 (8) VC; VQ 2nd Floor Meeting Room 2-C72 (South)(12) VC
Attendees	[Redacted] Alison Byrne (AB)

Meeting Summary:

1. **Welcome**

[Redacted]: introduction – welcomed everyone and explained that the agenda would be amended slightly due to time pressures.

2. **Update on 19/20 Profiling**

[Redacted] explained 2 aspects of the baselining – the financial costing & our profiling position which [Redacted] would discuss.

[Redacted] discussed the high level [Redacted] for the directorate – [Redacted].

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted] presented the profiling [Redacted]. [Redacted] said that we hadn't managed leverage resource before as this was always managed by digital. We now need to look at the profile of that ask.

[Redacted] explained timescales for bringing people in. For internal candidates, approximately 9 weeks after advertising. For ODG candidate, around 11 weeks. External candidates, averaged 14 weeks. Interim/Contract staff is usually around 3 to 4 weeks. However these timelines depend on having panels in place. [Redacted] said that digital resource process shouldn't be as long. We are about to have several adverts go live and we will then be able to see what this looks like.

[Redacted]

[Redacted] explained that we will now have digital in our headcount and if anyone requires digital resource they should now come to the Resourcing team.

[Redacted].

[Redacted].

[Redacted] questioned whether we are putting on Competency Based Interview training to increase the number of people who can sit on panels. [Redacted] said that she has discussed this with [Redacted] who created the CBI training package, and [Redacted] will speak to them and [Redacted] re how to get CBI training in place.

3. Accommodation

[Redacted] advised that due to time pressure there was not enough time to discuss accommodation however said that they are currently looking at AQ4 and there is likely to be a review of zoning. Will update at a later date.

4. KPMG recommendations and next steps

[Redacted] discussed the KPMG report which touches on centralisation of planning functions. [Redacted].

[Redacted]

[Redacted]

4. AOB

None.

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Workforce Planning Group Meeting - 30 April 2019

AGENDA

1 Recruitment

- Overview of current forecast position for April and May
- Projected recruitment exercises (along with expected sift and interview dates)
- Leveraged resource process and update

2 Competency Based Interview training

3 Accommodation

4 Centralised project and admin resource

Meeting Name	Work Force Planning Meeting
Date and Time	Tuesday 30/04/2019 10:30 – 11:30
Location	AQ4 1st Floor Meeting room 1.4 (8) VC; VQ 2nd Floor Meeting Room 2-G25 (North)(12)VC
Attendees	[Redacted],

Meeting Summary:

1. Recruitment

Overview of current forecast position for April & May –

[Redacted] explained that all of the projected April vacancies have been/will be filled and we are on track.

We also have 3 assessments taking place in May for B2's which should cover off some of the June projection.

Projected recruitment exercises (along with expected sift and interview dates) –

Leverage resource – [Redacted] were meeting with service managers and digital team later today to discuss this.

[Redacted]

2. Competency Based Interview Training

[Redacted] explained that we have a need for CBI training. [Redacted] doesn't have capacity as previously mentioned. [Redacted] has asked an SG colleague to deliver this training and is currently waiting on confirmation of this. Hoping to hold the training at the end of May/start of June.

Would like to have all C & B band staff trained so that we have a greater pool of panel members. [Redacted] is hopeful that when the April adverts close at the end of May, we will have more people for these panels.

3. Change Control

[Redacted] advised that we currently have the [Redacted]/profiling locked down, and we now need to record the actuals [Redacted] advised that Finance team are working with the resourcing team to monitor the budget aspect. We need to monitor any changes in the coming weeks [Redacted]. [Redacted] advised that if anyone would like to apply [Redacted], they would have to discuss with resourcing to look at the profile and agree whether we can re-profile. Resourcing needs an audit trail of who and when people are moving so that we can track this.

3. Accommodation

[Redacted].

4. [Redacted].

[Redacted]. [Redacted].

5. Centralised Project and Admin Resource

[Redacted]

6. Frequency of Work Force Planning Group meetings

[Redacted] advised that we originally had these meetings booked monthly, however agreed to have them bi-weekly for the first couple of months while baselining our 19/20 profile. Members agreed to remain bi-weekly while accommodations issues remain.