

How to introduce a workforce plan and make it work for you

Surrey Care
Association



Supporting Social Care Providers in Surrey

Workshop and how they link up.

How to review your recruitment and retention needs

How to introduce a workforce plan and make it work for you

How to get the right person to apply to your jobs.

How to find team members in unusual places.

How to use social media in recruitment and retention

How to work with job centres, schools and colleges to improve recruitment and retention

How to support a work placement, offer volunteer positions and find apprentices and making the most of a DBS

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This workshop is part of a programme of workshops aimed at helping care providers to recruit new team members and retain their existing good teams. Please look at all the toolkits to help meet the challenge of recruitment and retention.

How to introduce a workforce and make it work for you

Toolkit to include:

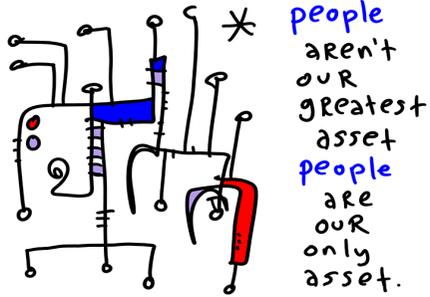
- Why introduce a workforce plan
- What you need to think about
- Who should be involved in the plan
- When do you need to review the plan



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This tool kit will help you understand and review your recruitment needs.

What are our greatest assets?



@g3pnyed

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What is workforce planning?

Workforce planning is a core function of resources management and it is related to the systematic identification and analysis of what an organisation is going to need in terms of the size, type, experience, knowledge, and skills of its workforce to achieve its objectives.

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The most important part of your business is your teams, without them you don't have a business. Planning how you manage the present and future workforce needs means you must understand what you want from your business not only today and tomorrow, but in the future too.

Workforce planning does not stand alone from your other business planning but should be a key part of all business strategy, any asset that great must be the core of your long and short-term planning.

Strategic workforce planning: focuses on identifying the workforce implications. The current, transition and future of business strategic objects and included scenario planning.

You can't make many changes to the service you run today, but it does help you understand what your needs will be tomorrow, and in the future. The strategic workforce plan should focus on the current plans and predicted changes and challenges.

Operational workforce planning: usually covers the next 12-18 months and should align with the timeframe of the business planning cycle. It is the process and systems applied to gathering. Analysing and reporting on workforce planning.

The operational workforce plan gives you the time to look at your business and plan where you see yourselves in a year or two. This part of the planning stage will be closely tied into the business plan and the expectation is that both will inform each other.

Know your business

Where are you now?

Where do you want to be?

Where is the gap?



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Stage 1 – Business strategy

Planning must start with the business strategy. The first stage of workforce planning will be influenced by three element

- Organisational strategy
- People strategy
- Operational plan

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Know your business, you need to know what the business is now, where you want to be in the future and what the gap will be. The knowledge you have about your geographical area and the opportunities available will help frame your plan.

An organisational strategy is the sum of the actions a company intends to take to achieve long-term goals.

A People Strategy sets the strategic direction of the Human Resources Division for the period. The Strategy should be developed to support the mission and values of the organisation, and states how it values and treats its people to foster excellence in all areas of the business.

Operational planning is the process of planning strategic goals and objectives to tactical goals and objectives. An operational plan is the basis for, and justification of an annual operating budget request.

Stage 2 – Analyse and discuss relevant data. The next stage of the planning process involves discussion and dialogue around the relevant and available data. At this stage HR and business managers may feed in their observations and predictions around resourcing requirements, which will be considered alongside the information described above.

A workforce plan should be supported by discussion and data gathering. Different parts of the business will have different ideas of what the future might hold, everyone may have something to offer to the future.

Stage 3 – Agree the objectives of the plan. These discussion should result in agreement about what the plan is trying to achieve, which will then need to be reviewed against available resources so planners will need to review: -

Once everyone had discussed the future workforce needs there must be a consensus from all what the plan should include and why you are building the plan, things to consider include.....

- The supply of labour, both internally and externally
- The potential capability of the workforce to develop new skills, raise performance and productivity and adopt the behaviours necessary to innovate and adapt to change.
- Identify and recommend recruitment and development activities that may be needed.

What type of labour is needed, can you provide that type of skill base from your existing team or will you need to look outside of the organisation.

Know what skills that are needed and what you will expect from the team in the future.

Recruit and train the team you need.

Stage 4 – agree actions and implement plan, the final part of the process involves developing actions from the analysis of all the information gathered and discussed. This analysis will need to be operationalised in terms of, for example:

- Recruitment - numbers and levels
- Training – objectives
- Learning and developments – realising potential
- Organisation structure – managing job groups and roles
- Deployment – information management process to positively use human resources available.

When you know what skills, you need in the future, and the number of people needed you can start building the plan, including skills and training needed.

There may be impacts on other areas of the business such as creative deployment, funding planning and predicted tendering.

Workforce planning information

Once you know the process you are using to carry out workforce planning you will need to source and analyse relevant data.

This is needed to understand likely requirements for the:
Future supply of labour – that is, what people are going to be available within the organisation and for hire in the labour market.

Future demand for labour – that is, what does the organisation strategy tell us about the likely demand for labour? How many people are we going to need, in what jobs and what skills and capabilities will the need to have.

The process is not prescribed, but rather specific to your working environment, every business will be slightly different. Every business will have to understand their own specific labour demands.

Understand your specific market and plan.

Workforce Analytics and Planning



Planning involves so many parts of the business, you need to think about today, tomorrow and the next few years, understanding what changes to the workforce would be needed and how you can identify the talent you will need now and in the future. Everyone in the organisation will have an expectation of what the workforce will include and address, their information is crucial when planning a sustainable workforce for the future.

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[Thank you](#)
workforce@surreycare.org.uk
www.surreycare.org.uk

Surrey Care Association Ltd
James House, Emlyn Lane, Leatherhead, Surrey. KT22 8BZ
Tel 01372 571 174
sca@surreycare.org.uk

