
xxxxx Council

Workforce Planning for the xxxxx HR Function Consultancy Proposal

XXXXX

Prepared for:

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Prepared by:

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Contents

- 1. Introduction.....3
- 2. Proposed assistance.....3
- 4. Cost proposal.....5
- 5. More information.....5

1. Introduction

xxxxx Council, like all councils, is required to plan for its workforce because of the challenges of change and tight resources control. Ways HR Consulting, who have been extensively involved with xxxxx, assisting with new pay and in the past with job family modelling, are currently supporting many organisations with the additional challenges of workforce planning. Following a workshop looking at what workforce planning is and what are its barriers, there were discussions regarding how workforce planning can be advanced in xxxxx. This proposal stems from those discussions.

The overarching objectives for this proposed intervention are two-fold:

- Enabling the development of a workforce plan for the xxxxx HR function
- Undertaking an intervention in a way that models workforce planning and provides a “skill transfer” to HR participants who will be involved in wider workforce planning.

2. Proposed assistance

It is recommended that the intervention occurs primarily through the delivery of a facilitated workshop.

Our advice on workforce planning also states that it should be based on clear analysis. By definition, workforce planning implies an analytical process as opposed to an impressionistic one. Analysis can be both quantitative and qualitative, but should examine the detail and overview of an organisation. It should also involve both the current situation within an organisation and consideration of the future requirements.

In order to model this analytical focus it is recommended that detailed analysis of existing HR roles is provided to the proposed workshop. This will particularly highlight the potential of recycling and re-using existing job information.

Another key aspect of workforce planning is that it is integrated with an organisation’s strategy and planning. If a budget is the financial expression of a plan, then a workforce plan can be regarded as the equivalent people expression of a plan. Accordingly the workshop on HR workforce planning should be fully integrated with the existing planning for the HR function to successfully achieve workforce planning. For the HR function this means that the workforce planning needs to be fully integrated with:

- The existing HR Business Plan
- The Council’s evolving response to the strategic financial context
- The new OD alignment plan (being developed by a consultant from Capita).

It is therefore recommended that the intervention has the following stages:

- a. Review
- b. Analysis
- c. Facilitated workshop

Stage One - Review

It is proposed that the following documents are sent through for review and to prepare for the next stages:

Details on existing HR staff

- Individual roles
- Allocated profiles
- Reporting and organisational structures

Details of existing plans

- HR business plan
- OD alignment report
- Updated plans

Stage Two - Analysis

The roles will be examined in detail and a report and presentation provided explaining how this provides an analysis of talent and also where additional information is required at the qualitative review.

This analysis will be checked with senior HR colleagues in advance of the workshop (which has been provisionally scheduled for the xxxxx).

Stage Three - Workshop facilitation

It is recommended that a workshop facilitated by Ways HR Consulting should be held with the following outline:

- 1. Introduction**
 - 1.1 Purposes, definitions and concepts**
- 2. Review of the drivers for HR planning**
- 3. Review of current plans**
- 4. Development of a HR plan**
- 5. Review and analysis of HR talent**
 - 5.1 Introduction and review of prior “off line” analysis**
 - 5.2 Qualitative augmentation discussion**
- 6. Gap analysis**
 - 6.1 Review of talent required to deliver plan for existing talent**
- 7. Action Plan for a HR workforce**
- 8. Review of learning**
- 9. Action Plan for a HR to support wider workforce planning**
- 10. Review of session**

The outputs of the day will be compiled into a consultancy report. During our planning meeting we identified that the ideal attendees were the HR Management team.

Our assistance will continue to be planned and co-ordinated by Paul Robertson, Ways HR Consulting Head of Practice and Managing Director. Paul will also deliver the workshop.

3. Cost proposal

Core requirement

Requirement	Costs
Review	The total cost of this will be £1,600
Analysis	The total cost of this will be £3,200
Workshop facilitation and report	The total cost of this will be £3,200

All costs quoted are exclusive of VAT. Travel, subsistence and accommodation are charged at cost and in line with normal public sector allowable expenses.

4. More information

For further information on any aspect of this proposal, please contact Paul Robertson, who will be happy to discuss it in more depth with you.

We are extremely keen to flex any response to ensure it fully meets your requirements, and will discuss and make amendments where agreed.

Contact

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