

Cynllun Gweithlu Strategol Strategic Workforce Plan

[Rhowch enw'r adran]
[Insert department name]

[Dyddiad]
[Date]



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Strategic Workforce Plan - Sample reporting framework.

1. Introduction

1.1. A view from the Director

Please insert commentary from your Director on the current position of the workforce and their future vision for the organisation and workforce.

1.1. Purpose and scope

Please add a brief explanation of what this document is trying to achieve including the focus of the plan and what elements of the workforce the plan will cover.

2. Strategic context

Provide a brief description of how the business you are responsible for is going to travel from the present day to 20XX.

3. Our vision for the future workforce

Add a brief overview of the vision for your Business Unit including a specific focus on the vision for your workforce consequently.

4. National, corporate and local Priorities

Add any relevant information gathered from Stage 2 of the process where demand and supply was assessed. Include a national, corporate or group drivers/priorities which may impact on the workforce.

5. Current workforce issues

Describe your key current workforce Issues against the key themes of the Workforce Strategy:

- *WSO 1: Attract, Recruit and Retain Talent*
- *WSO 2: Grow Outstanding Leaders and Managers*
- *WSO 3: Improve Workforce Engagement*
- *WSO 4: Develop a High Performing, Innovative and Achievement Culture*
- *WSO 5: Develop and Maintain a Safe and Healthy Workforce*

6. Future workforce priorities

Describe the key emerging themes and the impact this may have on your workforce for the short, medium and long term, also in terms of numbers and skills.

7. Strategic workforce development action plan

Detail the actions that are to be taken to meet the current and future workforce needs and address the gaps.

8. Monitoring and updating of the plan

Provide a brief explanation as to who will be responsible for the plan's development, review and implementation.

9. Appendices

*E.g. Structure charts
Workforce data summaries
PESTLE analysis
Learning & Development plan*

Key workforce data

Provide brief explanations of what the charts show, highlighting areas of particular concern or interest. E.g.

Chart 1 – Employee numbers

Chart 2 – Gender analysis

Chart 3 – Age analysis

Chart 4 - Ethnicity analysis

Chart 5 – Staff turnover rates