

# TC TCO 01 Staff shortage and Capacity (previous risk no CR18)

Generated on: 21 August 2015



Code & Title: TC TCO Town Clerk's Office 1

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date	Risk Trend
TC TCO 01 Staff shortage and Capacity (previous risk no CR18)	<p><b>Cause</b> – A combination of changes to economic, legislative environment or employment market</p> <p><b>Event</b> – Critical loss of capacity in business critical roles, impacting our ability to achieve our strategic aims/service provision</p> <p><b>Effect</b> – Inability to recruit and retain business critical staff</p>	Chrissie Morgan		<p>This risk was reviewed by the Corporate HR SMT on 20 August 2015 and there is no change to the risk assessment level.</p> <p>All departments have been asked to form a workforce planning group and complete a workforce plan by end of July. These plans have now been received and are currently being analysed. The plans include forecasting the risk of service critical jobs or single points of failure and an action plan to manage that risk. Corporate analysis of the plans will result in the prioritisation of the review of the key policies</p>		31-Mar-2017	↔

				which can support the management and mitigation of the risk. Early analysis has shown some key themes for departments - succession planning - and corporately - flexibility of pay. These will be further analysed over the coming weeks, identifying more research if necessary.			
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Action Code & Title	Action Description	Action Owner	Due Date	Action Update
TC TCO 01A Departmental Workforce planning groups and plans	Establish departmental workforce planning groups to act as a focus for departmental workforce planning and produce a workforce plan	Chrissie Morgan	31-Jul-2015	This action is now complete
TC TCO 01B Corporate analysis of departmental workforce plans	Analyse departmental workforce plans to establish key themes, and prioritise the review of key policies which can support management and mitigate risks associated with the workforce.	Chrissie Morgan	31-Dec-2015	Early analysis has shown that succession planning and the flexibility of pay some to be common themes that have been identified