

Annex B1 Mail Centre Weekly Resourcing Meeting Agenda



Topic	Discussion Points	Inputs
Previous week's resourcing	<ul style="list-style-type: none"> • Did we experience any specific staffing / resourcing issues? • What was the actual traffic v the plan? • Did we clear to workplan in all areas? If not actions need to be taken this week to ensure clearance? • Did we use Whitebook staffing? RCA to be discussed for the internal workplan slippage that caused usage. • Do we need to communicate anything to staff / put on notice board as a result? 	<ul style="list-style-type: none"> • Production scheduler • Actual traffic and hours • Whitebook staffing hours
Next week's resourcing	<ul style="list-style-type: none"> • What are the traffic forecasting trends and patterns and know bulk postings (eg last week of month spike)? Red dot days? • What does the mech plan require? • What is the absence and annual leave cover required and are any loans and borrows planned? • What is the hours plan for the week? Throughputs/efficiency adjustments by shift - if required? • Is there a requirement for pre-list overtime? • Is there a list of reserve overtime available? • Do we have a short notice demand solution (local process) in place? • Are any workplan changes required? • Do we have any rehabs that need integrated back on to shifts? • Loans and borrows planned • What is the early view of the resourcing plan for two weeks' time? • Do we need to communicate anything to staff / put on notice board as a result? 	<ul style="list-style-type: none"> • Production scheduler • Traffic forecast • Annual leave and absence plan • Contingency plan • Skills register

<p>Quarterly resourcing meeting</p>	<ul style="list-style-type: none"> • What was the previous quarter's performance and are any throughput changes required? • Are there any future plant changes or machine moves planned? • Staff changes - are there any known leavers/retirements and what is the resourcing solution? • Do we have the correct resource alignment with all the right hours in the right place? What has the labour model mix been during the last 12 weeks? • Review of weekly resourcing meetings and resourcing in line with the job security agreement • Have we got any skills gaps and do we need to put a training plan in place? • How are we progressing against the work plan and deployment of agreed projects? • Are there any special events coming up that we need to plan for? • Review of areas for improvement and possible benchmarking other plants' practices and methods to seek improvements 	<ul style="list-style-type: none"> • 13 week plan • Skills register • Annual leave and absence plan • Work plan • Special events calendar
<p>Any Other Business (discuss when required)</p>	<p>Use the opportunity to discuss any other issues in the plant and to talk about what went well in the last quarter.</p>	

**Annex B1
Mail Centre Weekly Resourcing Meeting
Information/Notes Sheet**



Plant Name		Date	
RM Representatives		CWU Representatives	

Last week's resourcing		
	Planned v Actual	Comments
Traffic Volume	[Excerpt from production scheduler]	
Hours	[Excerpt from production scheduler]	
Clearance or resourcing Issues / Improvement opportunities to note:		

Next week's resourcing		
	Planned	Changes / Resourcing Issues / Actions to note:
Traffic Volume	[Excerpt from production scheduler]	
Hours	[Excerpt from production scheduler]	
Pre-list overtime requirement		
Resourcing changes or improvement opportunities to note:		

Planning for two weeks ahead		
	Planned	Comments
Traffic Volume	[Excerpt from production scheduler]	
Hours	[Excerpt from production scheduler]	
Resourcing Issues to consider (including A/L, sick, ad hoc requests, training etc.):		

Any Other Business
Notes...