### Agility Framework Plan and RACI Chart

#### 1.0 Redeployment Policy
- Amend the redeployment policy to focus on the compulsory elements (displaced staff, disabled staff and work life balance for statutory reasons)
  - Start Date: 24/09/2012
  - End Date: 02/11/2012
  - Responsible: CR
  - Requested: IA
  - Inform: I

#### 2.0 Recruitment policy and guidance
- Amend the recruitment guidance to encourage movement across the organisation (where possible, boards should include a member from other business areas; HR rep to sit on internal sift meetings; clarify essential and desirable criteria; and ensure assessments are testing the essential criteria only)
  - Start Date: 24/09/2012
  - End Date: 02/11/2012
  - Responsible: RCR
  - Requested: IA
  - Inform: I

#### 3.0 Learning and development
- Define the approach to be taken to reviewing the Corporate Training Programme
  - Start Date: 01/01/2013
  - End Date: 02/11/2012
- Produce draft Learning and Development Strategy
  - Start Date: 01/01/2013
  - End Date: 28/02/2013
- Finalise Learning and Development Strategy and 2013/14 Plan
  - Start Date: 01/01/2013
  - End Date: 30/04/2013
- Define a process to facilitate career discussions and amend guidance and PDP form
  - Start Date: 01/01/2013
  - End Date: 30/04/2013

#### 4.0 Workforce Planning
- Define a method to identify specialist professional and technical roles in SPS and produce a report of our findings for LG
  - Start Date: 01/11/2012
  - End Date: 30/04/2013
  - Responsible: JR
  - Requested: JR
  - Inform: A
  - Colleague: C
- Identify future vacancies such as retirees and bring forward recruitment boards and where appropriate overlap old and new post holders
  - Start Date: 01/02/2013
  - End Date: 31/04/2013
  - Responsible: JR
  - Requested: JR
  - Inform: C
  - Colleague: C
- Identify a range of methods to identify suitable candidates, eg practical tests and team exercises and amend existing guidance and forms
  - Start Date: 01/02/2013
  - End Date: 31/07/2013
  - Responsible: JR
  - Requested: JR
  - Inform: R
  - Colleague: A
- Define a corporate approach to cover peaks and troughs, eg. Festival of Politics
  - Start Date: 01/04/2013
  - End Date: 31/07/2013
  - Responsible: JR
  - Requested: JR
  - Inform: C
  - Colleague: I
- Support group heads to develop a consistent approach to workforce planning
  - Start Date: 01/04/2013
  - End Date: 31/07/2013
  - Responsible: JR
  - Requested: JR
  - Inform: C
  - Colleague: I
- Review the interchange policy to ensure it meets organisational needs
  - Start Date: 01/04/2013
  - End Date: 31/07/2013
  - Responsible: RACI
  - Requested: JR
  - Inform: I

#### RACI Legend
- **R**: Who is responsible for getting this item done. This is one level down from the Accountability level (JR is joint responsibility).
- **A**: The highest level in the project. The individual that is ultimately accountable for delivery of the task. The buck stops here.
- **C**: Those people whose advice and input should be sought before making a decision/starting a task. This is one level down from responsibility.
- **I**: Those people that should be kept informed as the project/activity progresses but whose input is not necessary before making a decision. This is the lowest level in the RACI matrix.