**Breathing Space HR – Succession Planning Template**

 **KEY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  |  | **No Pipeline** |
| **Business Area:** |  |  | **Weak Pipeline (1 person only)** |
| **Director:** |  |  | **Strong Pipeline (2 or more people)** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Team** | **Role** | **Critical Role** | **Current Post Holder** | **Emergency Cover** | **Ready Now** | **Ready 1 -2 Years** | **Ready 3 – 5 Years** | **Notes/ Actions Required** |
| **No.** | **Name** | **No.** | **Name** | **No.** | **Name** |
|  |  |  |  |  | 1 |  | 1 |  | 1 |  |  |
|  |  |  |  |  | 2 |  | 2 |  | 2 |  |  |
|  |  |  |  |  | 3 |  | 3 |  | 3 |  |  |
|  |  |  |  |  | 4 |  | 4 |  | 4 |  |  |
|  |  |  |  |  | 5 |  | 5 |  | 5 |  |  |
|  |  |  |  |  | 6 |  | 6 |  | 6 |  |  |