Suggested solutions for tackling problems of the Administration Unit, and improving response to client needs

Consider solutions under the following headings:

1. Do our unit’s priorities need adjusting? If so, what could be done?

2. Can staffing arrangements be improved? Can we make better use of staff time and skills? If so, how?

3. Is there any staff training or retraining needed? If so, what?

4. Do we need to improve our systems and procedures? If so, how?

5. Are any resources being used effectively and efficiently? If not, what could be done to improve the use of resources?