

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 13 JANUARY 2016

REPORT BY THE HEAD OF HUMAN RESOURCES AND  
ORGANISATIONAL DEVELOPMENT

WORKFORCE PLAN

WARD(S) AFFECTED:     *None*

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**Purpose/Summary of Report**

Members are invited to note the findings from the workforce planning process

**RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE**

**That:**

<b>(A)</b>	the findings from the workforce planning process are noted
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**1.0     Background**

1.1     Between July and August 2015 Heads of Service were invited to attend a financial and business planning meeting to discuss the direction of travel for their service and identify a range of service delivery options. These options were then consolidated into a 4 year service plan for each service. An HR Officer attended these meetings to challenge Heads of Service to think about their workforce planning needs to achieve their desired position. This included discussing issues such as succession planning, skills and competencies, recruitment and retention, vacancy management and organisational design.

1.2     The outputs from these meetings were collated and key themes were identified in order to develop a workforce plan to address key workforce planning issues across the council.

**2.0     Report**

2.1     The key themes identified were as follows:

- Ageing workforce / Knowledge Transfer / Succession Planning
- Skills Development
- Change in Service Delivery
- Career Progression
- Recruitment / Retention / Pay issues
- Resilience / Shared services
- Increase in Resources
- Apprentices / Trainees / Graduates
- Restructures / Service Reviews
- Lone Working Issues
- Stress / Workload issues

2.2 Please see **Essential Reference Paper 'B'** for full details of the themes and actions identified to address them.

2.3 The key themes and actions support the Organisational Development Strategy 2015 to 2019 and Investors in People Bronze to Silver action plan 2015.

2.4 Workforce planning is a collaborative process that should be closely synched and integrated with the business planning process. It is not a project but an ongoing programme and will be monitored through delivery of the service plans and the Organisational Development strategy over the next four years.

2.5 The HR service will work with senior management team to gradually build workforce planning during this period.

### **3.0 Implications/Consultations**

Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

#### Background Papers - None

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