

DOCUMENTATION/FUNCTION – WORKFORCE STRATEGY

IMPLEMENTATION				
Target Population Duty		Members, Managers/Supervisors/Staff		
Training Requirements		To have a Corporate Workforce Strategy to support the organisation vision and goals that meets the current and future requirements of the Council to enable the delivery of services that meet the needs of the local community		
Lead Officer		Assistant Director – Finance and HRM		
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	WF strategy approved by JCC 7 October 2016 and associated appendices published on the Intranet.	Completed	Strategy approved by JCC and available to Members, Managers/Supervisors/Staff	AD Finance and HRM
	Road-shows, Flyer Articles and Communication announcements for employees and members.	January – February 2017		HR Manager – policy and strategy
	Work Plan and published each year as part of Service Plan.	On-going	Updated plans relating to the Strategy	AD Finance and HRM
	Regular updates to COE/COB	On-going	Update on progress, issues and changes.	AD Finance and HRM
	Related training sessions relevant officers.	Annually/as required.	Relevant staff familiar with the Council's WF Strategy.	AD Finance and HRM
MONITORING (keeping it effective – recording when it happens)	Updates provided for the chief Executives Performance clinics	Quarterly	Strategy complied with and modified if required.	AD Finance and HRM
	JCC and Resources Scrutiny Committee can ask to receive progress reports.	Ad hoc	Compliance and progress checked/challenged	AD Finance and HRM
	Periodically, projects, procedures and processes would be subject to	Ad hoc	Compliance and progress checked/challenged	AD Finance and HRM

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	review for adequacy by Internal or External Audit.			
REVIEW (keeping it up to date)	WF Strategy and related work plan formally reviewed annually. Any necessary amendments subject to the approval of Director of Neighbourhood Services and Resources or Cabinet, depending upon the degree of change.	Annually	Strategy remains up to date and relevant.	AD Finance and HRM
	Components of the WF Strategy subject to regular review, i.e.: Service plan, Project Plan, Work Plan.	On-going	Strategy remains up to date and relevant.	AD Finance and HRM