

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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<b>REPORT TO:</b>	Leader and Cabinet	14 December 2006
<b>AUTHORS:</b>	Chief Executive and Executive Director	

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### **WORKFORCE PLAN 2006/07 TO 2008/09**

#### **Purpose**

1. The purpose of this report is to enable the Cabinet to recommend to Council the attached revision of the Workforce Plan.

#### **Background/Financial Implications**

2. The Council approved its first Workforce Plan in June 2005. Since then, many changes have taken place, including Council Tax capping and the Transformation Project, which have impacted and placed great demands upon the workforce. This is therefore an appropriate time to take stock and consider what action the Council needs to take to ensure that it has the appropriate workforce in terms of numbers, skills and motivation to take forward the Council's priorities and respond to the challenges facing the Council, particularly the growth areas and the improvement of customer service, over the next few years. The plan sets out actions to -
  - a) Enhance leadership and management (including improved clarity of vision and communication) through the Transformation Project
  - b) Enhance skills and motivation to meet the changing work environment and maximise performance
  - c) Improve flexibility and the ability to achieve organisational change
  - d) Work towards a staffing complement and structure which reflects the Council's objectives and future needs (also addressing recruitment and retention)
3. The plan has to address a changing environment. The new White Paper, *Strong and Prosperous Communities*, was issued as this report was completed. The White Paper will require the Council and its workforce to adapt in a range of ways to new ways of doing things and the workforce implications will need to be taken into account as the requirements become clearer and will be reflected when the Workforce Plan is next revised next October.
4. The Workforce Plan has been prepared in parallel with the Medium Term Financial Strategy (MTFS) which the Council approved in November; this has enabled essential staffing requirements identified in preparing the Workforce Plan to be included in the MTFS. It is intended in future for both strategies to be reviewed and presented to Members in the period October to November.
5. The Action Plan includes some potential spending requirements for 2008/09 onwards, which will be considered in next year's budget planning process.

#### **Staffing Implications**

6. The delivery of the Council's services and achievement of priorities would not happen without the skills and dedication of staff. The workforce plan is therefore an essential document for the Council. In considering the attached plan, Members are requested to

take into account the ongoing changes and uncertainties facing their employees (eg from capping, management restructuring, business process reviews, White Paper, CGI, housing options etc) and the impact this is having on morale.

### **Legal and Risk Management Implications**

7. There is a body of legislation applying to employment matters. The Council has in place a Race Equality Scheme and a Disability Equality Scheme, as required by the Disability Discrimination Act 2005 and the Race Relations (Amendment) Act 2000. Both those schemes include workforce issues. In addition a Gender Equality Scheme will be required by April 2007. The major risks relate to the ability of the Council to maintain its services and progress its priorities if it is not possible to retain, develop and attract the necessary workforce and to failure to comply with the relevant legislation.

### **Recommendations**

8. Cabinet is recommended to recommend the Council to approve the attached Workforce Plan.

**Background papers:** various papers including workforce statistics, results of staff surveys, guidance, Race and Disability Equality schemes; and medium term financial strategy papers.

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