

Report of the Deputy Chief Executive and Director of Customer and Corporate Services

## **Setting up a Work Plan for the Committee**

### **Summary**

1. This report provides a draft work plan for the Committee to consider, in an effort to establish clear forward and work planning for future meetings in relation to its 'staffing' function and at the request of Members of the Committee.

### **Background**

2. Many other Council Committees now have established work plans, such as Scrutiny Committees and Audit & Governance Committee. In addition, of course, the Council has a statutory Forward Plan covering all 'Executive' decisions (including those Executive Members), which is updated weekly.
3. In order to establish its own work plan, the Committee needs to have regard to its areas of operation. It is suggested that Members may want to avoid potential duplication with the role of monitoring human resources work area which currently falls within the responsibilities of Customer and Corporate Services Scrutiny Committee. The terms of reference for both this Committee and the Customer and Corporate Services Scrutiny Committee can be found in Annex 1.

### **Proposed Work Plan**

4. A draft work plan is attached at Annex 2 for consideration and is based on initial soundings from Members of the Committee suggesting regular reporting on key workforce data and trends would be useful.
5. A lot of workforce data already exists but it is accepted that it is not readily available in one place, therefore the provision of this data through SMUC at a public meeting could be valuable.

## **Consultation**

6. In addition to the initial consultation with Members of the Committee on proposed work plan content, consultation has also taken place with relevant Officers to ensure that appropriate systems can be used to provide the required data for these meetings.

## **Options**

7. The draft work plan attached at Annex 2 recommends receiving the workforce data twice a year. Data being based upon end of year (31 March) and mid-year (end of September). The data would then be compiled into a report to receive at the Staffing Matters and Urgency Committee (SMUC) in May and December.
8. If the work plan is agreed, as we have missed December's committee, it is suggested we bring the mid-year report in January 2020 to SMUC.
9. Members can endorse the proposed draft work plan or suggest alternative items for inclusion, provided they fall within the Committee's remit on staffing. Clearly, the work plan cannot account for urgent matters brought to this Committee by the very nature of their business in that such business cannot be specifically planned ahead.

## **Analysis**

10. The analysis of the workforce data will be provided in future reports on the work plan.

## **Council Plan**

11. Whilst the recommendations proposed in the report are not necessarily material to the new Council Plan they are consistent with the operation of being an efficient Council.

## **Implications**

12. There are no known implications associated with the recommendations of agreeing to introducing a work plan for the Committee, other than to acknowledge that such a plan will most likely be limited to the Committee's staffing function, for the reasons stated in paragraph 11 above.

## **Risk Management**

13. There are no known risks associated with the recommendations in this report.

## **Recommendations**

15. Staffing Matters and Urgency Committee is asked to support the introduction of a work plan for this Committee and agree to the proposed content set out in Annex 2, as an initial starting point.

Reason: In order to provide structure to the future work of the Committee.

## **Contact Details**

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**Report  
Approved**

**Date** 26/11/19

### **Specialist Implications Officer(s):**

### **Wards Affected:**

**All**

**For further information please contact the author of the report**

**Background Papers:** None

### **Annexes**

Annex 1 – SMUC Terms of Reference  
Annex 2 – Draft Work plan

### **Abbreviations**

SMUC - Staffing Matters and Urgency Committee