

HUMAN RESOURCES POLICY DEVELOPMENT GROUP

MEETING, 15TH AUGUST, 2007

Present – Councillors White (Chairman), R. Allen, Ashcroft, Hayes, J. Silvester and A. Wilkinson.

Also in attendance

Mr. D. Winstanley	-	Assistant Chief Executive
Mr. F. O'Malley	-	Head of Employee Relations and HR Services
Ms. C. Hyams	-	Head of Corporate Organisational Development
Ms. S. Senior	-	E-Learning Development Officer
Mr. J. Kerambrum	-	Trainee Democratic Services Officer

An apology for absence was submitted on behalf of Councillor Clare.

Councillor White in the Chair.

9. MINUTES

The minutes of the proceedings of the meeting of the Policy Development Group held on 3rd July, 2007 were submitted and signed as a correct record.

10. DRAFT CORPORATE WORKFORCE PLAN 2007

Ms. S. Senior, E-Learning Development Officer introduced the item and gave a presentation which advised members of the background information to the Draft Workforce Plan 2007 and detailed what was currently in place and how the Corporate Workforce Plan would link to other national, regional and local strategies. The presentation also defined the future workforce requirements and outlined the proposed action plan that would enable workforce planning to be rolled out by 2008.

The Assistant Chief Executive submitted a report which informed the group of the Draft Corporate Workforce Plan 2007 as well as the proposed action plan to take this forward into 2008.

By way of background information the Draft Corporate Workforce Plan for Bolton Council outlined the direction of the organisation by linking to national, regional and local strategies and identified that the workforce would need to deliver this agenda over the next three years.

The report stated that as part of the annual Corporate Business Planning Process, the Bolton Plan had identified a number of aims and objectives for the organisation and explained that it was important to understand the impact these would have on Workforce Planning. The report set out the following key priorities based on national, regional and local drivers and the big issues identified for 2007-2010:

- the need to recruit and retain people with the right skills;
- the need to develop the people Bolton Council already have; and
- the need to work with partners and other sectors to transform services and to grow capacity for the future.

The report informed the group that the Draft Corporate Workforce Plan identified the challenge that these priorities would have on the workforce in terms of it's make-up and capacity.

A copy of the Draft Corporate Workforce Plan 2007 was attached to the report which set out the following:

- the aims and big issues for the organisation;
- an analysis of the current workforce;
- details on how Bolton Council were already responding to the workforce challenges;
- an Action plan to address the key workforce issues highlighted in the report;
- an Action plan to incorporate workforce planning into strategic plans for this year and cascade through to service levels as part of the Corporate Business Planning process in 2008.

In the ensuing debate various comments and questions were responded to. Some of the issues discussed included:-

- the comparison between national and local skill levels; and
- the need to retain the knowledge of senior officers retiring from the authority.

It was agreed that the report be noted and that a further report come back to this Policy Development Group updating members on the progress made on the Corporate Workforce Plan against the action plan as detailed in the report.

(The meeting started at 1.00 p.m and finished at 2.00 p.m)