

**POLICY FINANCE & ADMINISTRATION COMMITTEE**

**29 JUNE 2010**

**REPORT OF ASSISTANT CHIEF EXECUTIVE (AT)**

**WORKFORCE STRATEGY**

**1.0 PURPOSE OF REPORT**

1.2 The purpose of this report is present the workforce strategy.

**2.0 RECOMMENDATIONS**

2.1 The workforce strategy be approved.

2.2 The Assistant Chief Executive (HR) to have delegated authority to revise the strategy in line with current employment legislation and best practice and to take forward with regard the identification of key competencies in consultation with Management team and the recognised trade unions.

**3.0 KEY ISSUES**

3.1 Workforce planning is a process for identifying and assessing in a systematic way the workforce needs required to meet the organisation's strategic goals over the next 3 to 5 years and for developing the strategies to meet those requirements.

3.2 It is ensuring we have the right people with the right skills in the right culture to deliver the services that Melton Borough Council provides in the flexible way we want to deliver them.

3.3 Good workforce planning will enable employees to raise productivity, quality and customer service. It will widen and modernise skill profiles of employees, manage employment expenditure by anticipating change and address diversity issues with the workforce profile.

3.4 Workforce Planning is linked to the People Strategy and the Corporate Training Plan (Workforce Development Plan) and Service Plans.

3.5 The workforce strategy has been consulted with the recognised trade unions and has been agreed by Management Team, Joint Staff Working Group and Making Progress Group.

**4.0 POLICY AND CORPORATE IMPLICATIONS**

4.1 The strategy has implications Authority wide.

**5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

5.1 No direct costs not already covered in existing budgets.

**6.0 LEGAL IMPLICATIONS/POWERS**

6.2 No direct legal implications. Relevant employment legislation has been taken into account.

**7.0 COMMUNITY SAFETY**

7.1 No direct community safety implications relating to this report

**8.0 EQUALITIES**

8.1 No direct equalities implications. An equality Impact assessment has been completed.

**9 WARDS AFFECTED**

9.1 All

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Contact Officer: Angela Tebbutt, Assistant Chief Executive.  
Date: 29.6.10

Appendices : Appendix A – Draft Workforce Strategy

Background Papers:

Reference : Q : Committees/PFA/26.6.10