

Human Resource Strategy 2008 – 2010 Action Plan

Priority	Key Actions	Date of Completion	Responsible Officer
1. Developing Leadership Capacity	1. Develop guidance on workforce succession planning strategies	January 2009	Assistant Corporate Services Manager
	2. Work with lead stakeholders to develop a comprehensive information pack for elected members	January 2009	Corporate Services Manager
	3. Support and contribute to leadership development stemming from national strategies	October 2008	Assistant Corporate Services Manager
2. Developing the Organisation	1. Produce framework to deliver prioritised HR tools and guidance	December 2008	Assistant Corporate Services Manager
	2. Undertake a review of the effectiveness of new procedures for employee relations	April 2009	Assistant Corporate Services Manager
	3. Work with other stakeholders to develop employment relations skills for senior managers	October 2008	Assistant Corporate Services Manager
	4. Ensure the Authority's Performance Management System is communicated effectively and utilised by all staff	Annually	Corporate Services Manager

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<p>3. Developing the Skills and Capacity of the Workforce</p>	<p>1. Develop best practice guidance on the implementation of effective employee development frameworks to include skills gap analysis</p> <p>2. Develop existing mechanisms to assess the effectiveness and return on learning and development</p> <p>3. Undertake periodic assessments of the resource-needs of the Authority and options for making resource requirements (including MWHL).</p>	<p>March 2011</p> <p>October 2009</p>	<p>Assistant Corporate Services Manager</p> <p>Assistant Corporate Services Manager</p>
<p>4. Recruitment and Retention</p>	<p>1. Identify good practice approaches to workforce planning to facilitate consistent analysis of the workforce and skills needed within the organisation</p> <p>2. Ensure the Recruitment and Retention Policy in conjunction with the Equality and Diversity Scheme meets the needs of the Authority without any adverse impact on any groups or services</p>	<p>March 2011</p> <p>April 2009</p>	<p>Assistant Corporate Services Manager</p> <p>Assistant Corporate Services Manager</p>

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	3. Develop the Communication Strategy to promote the Authority as an employer of choice	Review Annually	Assistant Corporate Services Manager
5. Recognition and Reward	1. Undertake a review of grading structures by exploring job evaluation or similar to comply with equal value and equality principles	April 2011	Assistant Corporate Services Manager
	2. Ensure the Staff Development Scheme is fully utilised to determine adequate competencies and organisational skill provision coupled with individual personal development	April 2011	Assistant Corporate Services Manager
6. Developing the Capacity of HR	1. Develop guidance on the contribution of the HR function to successful organisation development	April 2012	Assistant Corporate Service Manager
	2. Develop relationships with professional bodies to facilitate sharing of knowledge and good practice of the HR Function	April 2009	Assistant Corporate Services Manager
	3. Ensure a programme of management development is undertaken by all managers to develop the appropriate management skills	December 2009	Assistant Corporate Services Manager

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