

**Appendix 2
(Council Plan)**

South Lanarkshire Council				
Workforce Plan Forward Planning Timetable				
Action	Detail	Additional Information	Responsible Person	Annual Recurring Timescales
Business Partners to ensure Workforce Planning is on the agenda for management meetings.	To advise of timetable for current year workforce planning process	Communication to include; <ul style="list-style-type: none"> - Previous years plans - Overall council plan - Link to Strategy/ Toolkit and Learn on Line 	Business Partner	March
Corporate Management Team and Heads of Service – Horizon Scanning Exercise	To consider strategic environment and identify impact/influence on council plans and objectives		Head of Public Relations	March/April
Personnel services to work on workforce data analysis based on previously agreed breakdown.	Data analysis of service to include but not limited to: <ul style="list-style-type: none"> - Age - Turnover - Gender - Ethnicity - Overtime Information can also be found in workforce monitoring reports.		Personnel Services Manager	April

If you have queries regarding the above please contact your Resource Business Partner

Action	Detail	Additional Information	Responsible Person	Timescale
<p>Session involving Heads of Service and Service Manager to review previous years plan and update based on new information. Work through toolkit and update action plan.</p> <p>Some Resources may elect to use their regular management team meetings for this activity. The sessions are not essential.</p> <p>Follow up event may be required to pull together overall plan. Business Partner/Executive Director to agree if further event required.</p>	<p>Review previous years plan and work through toolkit if necessary.</p> <p>To consider issues arising from 'Horizon scanning' event.</p> <p>To consider efficiency savings targets</p> <p>To review workforce data and supply/demand issues.</p> <p>To consider current service objectives and the workforce needed to delivery on objectives.</p>	<p>Workforce data analysis.</p> <p>Information on South Lanarkshire workforce supply.</p> <p>Suggested format for day is attached to this timetable.</p>	<p>Business Partner</p> <ul style="list-style-type: none"> - support process if required - advise learning and development of proposed dates and attend sessions. - <p>Personnel Manager</p> <ul style="list-style-type: none"> - provide data analysis <p>Performance and Planning</p> <ul style="list-style-type: none"> - analysis of information from South Lanarkshire Statistical Information Portal <p>Learning and development</p> <ul style="list-style-type: none"> - book appropriate accommodation - provide facilitator to support sessions <p>Executive Director/Heads of Service to invite appropriate employees</p> <p>Head of Public Relations to provide information on Horizon scanning for inclusion in packs.</p>	<p>Personnel Manager to arrange for electronic packs to be issued to Resources based on previously agreed breakdown of information. Provide information by mid May</p> <p>Performance and Planning to provide information by end April.</p> <p>Sessions to take place mid May/June</p>

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Action	Detail	Additional Information	Responsible Person	Timescale
Updating of current workforce plan based on actions	Heads of Service/Executive Directors/Business Partners to agree update to plan		Executive Director Head of Service Business Partner	July-August
Updated plans to Resource Senior Management Team and Corporate Management Team Overall Council workforce plan updated for CMT	For consideration prior to going to Resource Committee		Executive Director Business Partner Head of Personnel Services	Resource Management Team – September CMT - October
Update Resource Plans to Resource specific committee			Executive Director Business Partner	November
Overall Council workforce plan to Executive Committee	Key changes to resource plans to be reflected in overall plan.		Head of Personnel	Feb - March

If you have queries regarding the above please contact your Resource Business Partner