

The Highland Council
Resources Committee – 26 August 2015

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| Agenda Item | 12 |
| Report No | RES/ 65/15 |

Internal Audit Report - Workforce Planning Arrangements

Report by Depute Chief Executive/Director of Corporate Development

Summary

This report updates Resources Committee on the outcome of the Internal Audit report into the Council's Workforce Planning Arrangements which was reported to Audit and Scrutiny Committee on 18 June 2015.

1. Background

- 1.1 The Finance, Housing and Resources Committee on 26 February 2014 agreed that a consistent approach to workforce planning should be implemented across all Council Services
- 1.2 It was also agreed that Service workforce plans should forecast expected staff numbers, skills needs and cost on a basis consistent with the Council's budget planning process and timetables

2. Internal Audit Review

- 2.1 The first objective of the internal audit review was to establish to what extent the Council's workforce planning arrangements addressed the recommendations set out in Audit Scotland's November 2013 report "Scotland's public sector workforce". The review found that this objective was **fully achieved**.
- 2.2 The second objective was to review progress towards achievement of key stages within the chosen workforce planning model. This objective was found to be **partially achieved**. The review found that 2 of the 6 actions had not been completed by the specified date of 1/10/14. 1 medium grade recommendation was made with the resultant action to be implemented by 30/4/15 by the Head of People & Performance. This was implemented by that date with the Executive Leadership Team agreeing that all Service Workforce Plans would be submitted to the relevant strategic committees by the August 2015 Committee cycle.
- 2.3 The Internal Audit opinion was that **Substantial Assurance** could be given for the Council's workforce planning arrangements.

3. Progress

- 3.1 Corporate Development and Finance submitted their Service Workforce Plans to Resources Committee on 27 May 2015. Care & Learning, Community Services and Development & Infrastructure will be submitting their Service Workforce Plans to their strategic committees in August 2015.

4. Implications

- 4.1 There are no risk, resource, legal, equalities, climate change/ carbon clever, Gaelic or rural implications.

5. Recommendations

- 5.1 Resources Committee is invited to note this report.

Signature:

Designation: Depute Chief Executive/Director of Corporate Development

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Date: 7 August 2015