

Minute

Human Resources Sub-committee

Thursday, 31 May 2018, 14:15.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors James W Stockan, W Leslie Manson, Robin W Crichton, John T Richards and Duncan A Tullock.

Clerk

- Hazel Flett, Senior Committees Officer.

In Attendance

- Gillian Morrison, Executive Director of Corporate Services.
- Gavin Mitchell, Head of Legal Services.
- Andrew Groundwater, Head of HR and Performance.
- Paul Kemp, Strategic Finance Manager.

Apologies

- Councillor Steven B Heddle.
- Councillor Gwenda M Shearer.
- Councillor Graham L Sinclair.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor James W Stockan.

1. Disclosure of Exempt Information

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Appendix 2 of Item 3 and Item 4, as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

2. Workforce Planning

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of HR and Performance, the Sub-committee:

Noted:

2.1. That, in March 2017, the Council approved individual service workforce plans and an overarching corporate workforce plan.

2.2. That the recent Best Value Assurance Report made a recommendation in respect of Workforce Planning, with the matter subsequently included in the Council's Best Value Response Plan, reported to the Policy and Resources Committee on 17 April 2018.

2.3. That further consideration had been given to the future approach to long-term workforce planning, with key issues outlined in section 5 of the report by the Executive Director of Corporate Services.

3. Human Resources – Annual Overview

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of HR and Performance, the Sub-committee:

Noted the statistics and data relating to the Council's workforce, as outlined in section 5 of the report by the Executive Director of Corporate Services.

Councillor W Leslie Manson joined the meeting during consideration of this item.

4. Change Review – Staff and Workforce Planning

On the motion of Councillor James W Stockan, seconded by Councillor W Leslie Manson, the Committee resolved that the public be excluded from the meeting for this item, as the business to be considered involved the disclosure of exempt information as defined in paragraphs 1 and 11 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of HR and Performance, the Sub-committee:

Resolved to **recommend to the Council** what action should be taken in relation to the change review on staff and workforce planning.

The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.

5. Conclusion of Meeting

At 15:20 the Chair declared the meeting concluded

Signed: James W Stockan.