

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## PERSONNEL COMMITTEE

7<sup>TH</sup> JUNE 2021

### REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES

#### Matter for Information

**WARD(S) AFFECTED: All**

#### Workforce Plan Action Plan Annual Report

##### 1. Purpose of Report

To report progress for the period April 2020 to March 2021, against the action plan set out in the Council's **Workforce Plan 2018 - 2022**.

##### 2. Background information

The Personnel Committee approved the Council's **Workforce Plan 2018 – 2022** in June 2018.

The Workforce Plan was developed to identify the key challenges and priorities for our employees over the 5 year period, as set out in the Corporate Plan objectives and priorities, the Medium Term Financial Plan, the Asset Management Plan and the Corporate Risk Register. An action plan was developed to address these challenges, and to ensure that the Council has the right number of people, with the right skills and attitudes, in the right place, at the right time, and in order to deliver its services and functions.

##### 3. The Workforce Plan

The workforce plan was developed by analysing the workforce and key workforce trends and identifying the priorities for the workforce set out in

the Corporate Plan, Financial Plan, Asset Management Plan and the Corporate Risk Register.

This led to the development of five key Workforce themes:

*Workforce Theme One*

**Working in Partnership to Re-shape Our Services**

*Workforce Theme Two*

**Managing Performance and Building Capacity**

*Workforce Theme Three*

**Leadership, Succession Planning and Developing Future Skills**

*Workforce Theme Four*

**The Engagement, Well-Being and Safety of our Workforce**

*Workforce Theme Five*

**Promoting Equality and Embracing Diversity**

#### **4. Implementation, Monitoring and Review**

The action plan attached at Appendix 1, sets out progress in the period April 2020 to March 2021.

Members will note that, despite the pandemic, progress has still been achieved during this difficult period. The five themes of the Workforce Plan continued to have relevance, but took on a different focus in the pandemic.

So, for example, in relation to Theme 1, **working in partnership to re-shape our services**, the Head of Service Workforce Planning Group, was originally established to support the council's commitment to avoid compulsory redundancy by facilitating redeployment across the council in order to safeguard employment. Over the course of the pandemic

however, the focus of this group has been to facilitate the redeployment of employees to plug critical skill gaps, and in particular the Safe and Well Service and the Contact Tracing Team. This was supported by the HR team, who managed and administrated the redeployment process, the Occupational Health and Safety team, who ensured that safe systems of working and appropriate risk assessments were in place, and the Learning, Training and Development team who re-trained employees ready for deployment.

As another example, the focus of Theme 4, **The Engagement, Well-Being and Safety of our Workforce**, has very much been on how we can continue to engage our workforce whilst working remotely, how we can maintain the physical and mental well-being of our workforce during a pandemic, managing both the physical risks of Covid-19 and the mental health risks. A wide range of activity took place, including the establishment and development of a Mental Health and Well-being website for employees, with a range of tools and resources providing advice, guidance and signposting, an Occupational Health Helpline for employees, a range of training initiatives offered by the Learning, Training and Development Team including the Online First Aid for Mental Health course, the development of a Mental Health Champions Network, and a regular focus on mental health and wellbeing in the range of internal employee communications.

Audit Wales have been working with the Council since the autumn of 2020, to identify learnings and future improvements for workforce planning. Their study will help the council understand what has been working well, what the pandemic can teach us, and what is needed for effective workforce planning going forward.

## **5. Consultation**

There is no requirement under the Constitution for external consultation on this item.

## **6. Equality Impact Assessment**

The Workforce Plan specifically aims to support the requirement of the Equality Act 2010, for public bodies to “pay due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it: and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”

## **7. Financial Appraisal**

The Workforce Plan supports the implementation of the Council’s Financial Planning, referencing the impact of the Council’s reducing budget on the Council’s workforce and how we deliver services, and importantly what this means for the workforce of the future.

## **8. Recommendation**

That Members note the Workforce Plan Update as set out in Appendix 1.

## **FOR INFORMATION**

### **8. Officer contact**

Sheenagh Rees, Head of Human Resources, Email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or tel. 01639 763315

## **9. Appendices**

Appendix 1 – The Workforce Plan Action Plan Update