

Ref.	Objective	Action Proposed by CPBC in 2019/20	Timeframe	Priority	Lead
Strategic Human Resource Awareness (High Level – Non Operational)					
1.	To maintain an awareness of strategic HR issues, including changes in employment law and relevant legislation, and gain an understanding of how they may impact on the Council	Continue working in partnership with other authorities via VineHR. Attendance at training and awareness sessions where necessary e.g. employment law updates.	Monthly as and when needed	M	Barbara Cree
2.	Support CMT/EMT with current and future workforce management issues	Maintain links with Heads of Service and Service Managers to ensure early identification of workforce issues and early engagement in resolution.	On-going	H	Barbara Cree
Developing Communication & Support for Managers					
3.	To ensure that a programme of questions are sent to staff to gauge views on staff engagement issues	Suitable questions and/or issues to be identified and sent out Collate results for discussion and action planning	As and when needed Ongoing	H	Chris Mills, HR Officer, Barbara Cree
4.	To ensure effective and consistent communication and availability of information to all council employees	Continue to add policies, procedures and forms to the Council's Intranet as a communication tool and "one-stop shop" source of information for Managers on Corporate Drive.	On-going	H	HR Team

CASTLE POINT BOROUGH COUNCIL
WORKFORCE DEVELOPMENT PLAN 2019/20

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5.	To support Managers in addressing performance management issues	Continue to add to a “Managers Toolkit” including procedures, E-Learning and refresher workshops on people management issues eg, Recruitment Refresher	Ongoing	M	HR Team
6.	To support Managers in leading and driving change through the organisation	Support senior management when required with provision of advice, solutions and attendance at meetings to support restructures and reviews.	On-going	H	Barbara Cree
Workforce Planning					
7.	Apprenticeships	Continue to promote apprenticeships to utilise the funds from the Apprenticeship Levy.	On-going	H	Barbara Cree
8.	Personal Performance Development Planning	Maintaining central record of completed PPDP forms. Regular reporting of performance on completion to EMT.	On-going	M	Barbara Cree
9.	Succession Planning	Support senior management to review succession plans and identify gaps in skills and/or experience	31/03/2020	H	Barbara Cree
10.	Work Experience	Implement a programme of work experience placements across the Council.	Ongoing	M	HR Team

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Training and Development					
10.	Continue to promote the E-Learning platform.	Introduce new and revised E-learning programmes which are under development through VineHR. Monitor completion of mandatory courses for new starters.	31/03/2020	M	Barbara Cree HR Team
11.	To produce and deliver a Corporate Training Programme, investigate possible funding streams	Identifying corporate training requirements which are not covered by existing e-learning and ensuring appropriate delivery methods.	On-going	H	Barbara Cree/HR Team
Equality and Diversity					
12.	To have involvement in Equal Opportunities and Diversity Council wide	Continue to contribute to the work of the Equality and Diversity Group & provide monitoring statistics on the workforce profile against the strands of the Equality Act 2010.	On-going	M	Barbara Cree
13.	Gender Pay Gap Reporting	Data to be collected and analysed to report on gender pay gap across the Council and publish on Council Website	31/03/2020	H	Barbara Cree/Ian Stapleton
Health and Wellbeing					
14.	Promote awareness of health and wellbeing issues within the workforce	Delivery of a health and wellbeing awareness programme:- Employee Health Checks	31/03/2020	M	HR Team