SHORT LIFE WORKFORCE WORKING GROUP
TERMS OF REFERENCE

1.   BACKGROUND

1.1   Corporate Committee 30 January 2024. Committee agreed to establish a Short Life Working Group to consider workforce information which supports the Elected Members and officers to address the issues and take assurance or otherwise of progress being made in the development of the culture the Council wishes to promote. It was delegated to the Chief Executive in consultation with the Council Leader to progress.

2.   REMIT AND PURPOSE OF THE GROUP

2.1   To consider and review the data and plans the Council has to ensure effective workforce planning to ensure there is organisational capacity to deliver services through the effective use of the Council workforce, including a positive workforce culture.

3.   Terms of Reference of the Group:

3.1   Workforce Planning

i. Review workforce data and make recommendations on ongoing use of data by Elected Members in ensuring effective workforce planning.
ii. Review workforce strategy and plan with a view to making recommendations to update workforce plan to reflect new models of service delivery and ways of working, including how the Council is:
    a. Identifying and addressing skills gaps, at operational and leadership levels.
    b. Making best use of existing workforce by collaborating with partners to overcome recruitment challenges.
iii. Review workforce culture information and indicators (e.g. employee survey results).
iv. Identify recommended actions to support workforce culture aligned to transformation strategy and to support the issues identified from employee survey results.
v. Consider improvements that could be made to ensure good communication with all staff that promotes a citizen and improvement focused culture that delivers meaningful actions and outcomes.

3.2 The Group may wish to make reference to the following information which is included as part of current workforce information:

- Employee turnover
- Exit interviews, participation levels and feedback
- Employee grievances
- Bullying and/or Harassment Complaints
- Whistle Blowing Complaints
- Absence levels, where the reported cause is work related stress.

and to consider how the following employee engagement tools the Council has can best be used to assist in the delivery of any actions or communications:

- Listening Events
- Participation at Team Talks
- Employee Recognition Events.

4. Outcomes:

4.1 Improved understanding and oversight of workforce information by elected members.

4.2 Identify best ongoing use and review of workforce information to ensure effective workforce planning and oversight of key actions/outcomes.

4.3 Recommendations on [points to include in]:

i. Updated Workforce Strategy and Plan.
ii. Any workforce culture actions to ensure a positive working environment; to promote a citizen and improvement culture and a workforce ready for change and transformation.

4.4 This information is reported to Corporate Committee and the Joint Consultative Committee (JCC).

5. Membership of the Working Group:

2 Conservative, 2 SNP, 1 Labour, 1 Independent (as Corporate Membership – names tbc) and Trade Union representatives (names tbc).