Workforce Plan 2023-24 Monitoring Report

Scottish Information Commissioner

	Workforce Objective (Specific, measurable, achievable, relevant, time based)	How	Priority	Who's responsible	By When	Resources (time, liaison with, etc)	Budget	SP objective it aligns to	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Comment/ Update
1	**Commissioner** • monitor sickness absence in the SMT team • seek guidance from HOCS/FAM when one period of absence exceeds 15 working days • anticipate shortages or surpluses of human resources	• monitor RTW interviews for SMT • apply absence management policy to SMT • advise HOCS of shortages or surpluses of human resources	High	SIC /HOCS	End of each quarter	Additional time resource Liaise with: HOCS FAM	No allocated budget	2,4,5,6	**C**	**C**			
2	**SMT** • consider workforce trends	• Review annual workforce trends for period 1 April 2022 – 31 March 2023	High	SMT	End of Q1 2023 24	Additional time resource Liaise with: HOCS FAM	No allocated budget	2,4,5,6	**C**	**C**			
3	**Enforcement** • monitor sickness absence in the enforcement team • seek guidance from HOCS/FAM when one period of absence exceeds 15 working days • anticipate shortages or surpluses of human resources	• monitor RTW interviews • apply absence management policy • advise HOCS by email of shortages or surpluses of human resources	High	HOE/DHOE	End of each quarter	Additional time resource Liaise with: HOCS FAM	No allocated budget	2,4,5,6	**C**	**C**			
4	**Policy and Information** • monitor sickness absence in the policy and information team • seek guidance from HOCS/FAM when one period of absence exceeds15 working days • anticipate shortages or surpluses of human resources	• monitor RTW interviews • apply absence management policy • advise HOCS of shortages or surpluses of human resources	High	HOPI / DHOPI	End of each quarter	Additional time resource Liaise with: HOCS FAM	No allocated budget	2,4,5,6	**C**	**C**			
5	**Corporate Services** • monitor sickness absence in the corporate services team • if one period of absence exceeds15 working days, consider absence management requirements • anticipate shortages or surpluses of human resources	• monitor RTW interviews • apply absence management policy • advise Commissioner of shortages or surpluses of human resources	High	HOCS	End of each quarter	Additional time resource Liaise with: FAM	No allocated budget	2,4,5,6	**C**	**C**			

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1	• Commissioner demits office on 16 October 2023	• SMT monitor appointment process for new Commissioner • Commissioner liaise with SPCB re: Acting Commissioner/Accountable Officer • consider business continuity in event of no Commissioner being appointed	High	SMT	End of Q2 2023 24	Additional time resource Liaise with: SPCB HOCS FAM	No budget allocated	All	S	C			s30(b)(ii) and s38(1)(b)
2	• align the needs and priorities of our organisation as regards its workforce • meet statutory and service requirements • ensure business continuity as regards its workforce	• establish statutory and service requirements • carry out an organisational review – capabilities, number of roles and structure • consider business continuity in event of a reduced SMT	High	SMT	End of Q4 2023 24	Additional time resource Liaise with: HOCS FAM	No budget allocated	All	NS	NS			

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1	**Enforcement** • improve operational efficiency by ensuring the team structure has the skills, resilience and capabilities correctly aligned to departmental goals and objectives • resourced appropriately so that efficiency can be increased with reference to KPI performance • consider whether opportunities for staff development, gaining additional experience for example, o short term/long term placement in other teams o "acting up" when suitable vacancy arises	• Carry out departmental review – capabilities, number of roles and structure	High	HOE	End of Q2 2023 24	Additional time resource Liaise with: HOE DHOE HOCS	No budget allocated	2,4,5, 6	NS	NS			
2	**Policy and Information** • improve operational efficiency by ensuring the team structure has the skills, resilience and capabilities correctly aligned to departmental goals and objectives • resourced appropriately so that efficiency can be increased by with reference to KPI performance • consider whether opportunities for staff development, gaining additional experience for example, o short term/long term placement in other teams o "acting up" when suitable vacancy arises	• Carry out departmental review – capabilities, number of roles and structure	High	HOPI	End of Q2 2023 24	Additional time resource Liaise with: HOPI DHOPI HOCS	No budget allocated	2,4,5, 6	C	C			s30(b)(ii) and s38(1)(b)

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3	**Corporate Services** • improve operational efficiency by ensuring the team structure has the skills, resilience and capabilities correctly aligned to departmental goals and objectives • resourced appropriately so that efficiency can be increased with reference to KPI performance • consider whether opportunities for staff development, gaining additional experience for example, o short term/long term placement in other teams o "acting up" when suitable vacancy arises	• Carry out departmental review – capabilities, number of roles and structure	Medium	HOCS	End of Q2 2023 24	Additional time resource Liaise with: FAM	No budget allocated	2,4,5, 6	S	C			s30(b)(ii) and s38(1)(b)

Equality and Diversity

	Workforce Objective (Specific, measurable, achievable, relevant, time based)	How	Priority	Who's responsible	By When	Resources (time, liaison with, etc)	Budget	SP objective it aligns to	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Comment/ Update
1	• Take account of relevant equality and diversity matters in future growth and strategic plan		High	SIC	Annual	Additional time resource Liaise with: SMT	No budget allocated	All					s30(b)(ii) and s38(1)(b)
2	• Review of Equality Policy		High	SMT	3 yearly (or as required)	HOCS	No budget allocated	All	C				
3	• Annual workforce Equality and Diversity survey and related reporting		High	SMT	Annual	HOCS FAM	No budget allocated	All	C				

Ill health absence

	Workforce Objective (Specific, measurable, achievable, relevant, time based)	How	Priority	Who's responsible	By When	Resources (time, liaison with, etc)	Budget	SP objective it aligns to	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Comment/ Update
1	• Review ill health absence	• Review 2022-23 total (not individual) ill health absence statistics for 2022-23 o Total days ill health absence o Total days ill health absence per FTE member of staff o Compare to ONS benchmark	High	SMT	By end of Q1 2023-24 (Review also undertaken as part of QSMTM Q4 2022-23)	HOCS FAM	No budget allocated	2,4,5,6	C	C			s30(b)(ii) and s38(1)(b)
2	• Review ill health absence	• Identify if there are any mitigating factors which can be taken to mitigate against similar organisational absence in future	High	SMT	By end of Q1 2023-24 (Review also undertaken as part of QSMTM Q4 2022-23)	Additional time resource Liaise with: HOCS FAM	No budget allocated	2,4,5,6	C	C			
3	• Review ill health absence	• Identify if there are any additional actions which can be taken to reduce organisational ill health absence	High	SMT	By end of Q1 2023-24 (Review also undertaken as part of QSMTM Q4 2022-23)	Additional time resource Liaise with: HOCS FAM	No budget allocated	2,4,5,6	C	C			

Workforce turnover

	Workforce Objective (Specific, measurable, achievable, relevant, time based)	How	Priority	Who's responsible	By When	Resources (time, liaison with, etc)	Budget	SP objective it aligns to	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Comment/ Update
1	**Staff turnover in 2022-23** • 3 members of staff resigned • inward secondment ended • 6 members of staff recruited o 3 - 2022-23 o 3 - 2023-24 • 3 new members of staff started employment in 2022-23 • no exit packages used • staff turnover 5.4%	• Review 2022-23 staff turnover • For information - prior year comparison- 2021-22: o 2 members of staff resigned o 1 member of staff was employed on inward secondment o no exit packages used o staff turnover percentage: 9%	High	HOCS	End of Q2 2023 24	Additional time resource Liaise with: FAM/CST	No budget allocated	2,4,5,6	C	C			s30(b)(ii) and s38(1)(b)

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1	• ensure decision making prompt and relevant when vacancy arises	**Commissioner** • to critically examine whether gap in the SMT which needs to be filled • consider whether recruitment is the most appropriate solution to filling a vacancy • options include: • re-organising work by the distribution/increasing responsibilities of an existing staff member • redesigning job tasks • restructuring • redeployment • secondment • using agency staff (temporary) for short term work requirements • Commissioner to prepare CR (using relevant CR template and in consultation with HOCS)	High	SMT	Review and CR to be submitted to SMT within 4 weeks of the notice being accepted/vacancy arising	Additional time resource Liaise with: HOCS FAM – re: availability of resource for recruitment exercise	No budget allocated	2,4,5,6	C	C			s30(b)(ii) and s38(1)(b)

Recruitment - member of staff

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1	When vacancy arises: • head of department within which vacancy arises to prepare CR (using relevant CR template and consulting HOCS)	Head of department to: • critically examine whether there will be a gap in team which needs to be filled • consider whether recruitment is the most appropriate solution to filling a vacancy • options include: • re-organising work by the distribution/increasing responsibilities of an existing staff member • redesigning job tasks • restructuring • redeployment • secondment • using agency staff (temporary) for short term work requirements • Head of Department to prepare CR (using relevant CR template and in consultation with HOCS)	High	SMT	Review and CR to be submitted to SMT within 4 weeks of the notice being accepted/vacancy arising	Additional time resource Liaise with: HOCS FAM – re: availability of resource for recruitment exercise	No budget allocated	2,4,5,6	C	C			s30(b)(ii) and s38(1)(b)

Security vetting

	Workforce Objective (Specific, measurable, achievable, relevant, time based)	How	Priority	Who's responsible	By When	Resources (time, liaison with, etc)	Budget	SP objective it aligns to	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Comment/ Update
1	Ensure security vetting procedures appropriate and resource efficient as possible	• Review security vetting arrangements	Medium	HOCS/FAM	End of Q1 2023-24	Additional time resource Liaise with: SPCB FAM	No budget allocated	2,4,5,6	C	C			

Recruitment costs

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1	Review recruitment costs to achieve savings of at least 10% (based on anticipated recruitment)	• Review recruitment costs 2022-23	Low	HOCS/FAM	End of Q1 2023-24	Additional time resource Liaise with: FAM	No budget allocated	2,4,5,6	S	S			s30(b)(ii) and s38(1)(b)