Workforce Plan Priority	Workforce Outcomes	Action	Measure	Lead	Timescale	RAG Status
Support Organisational Change	Succession plans in place Evidence based corporate workforce planning	Develop an overall corporate level performance report on workforce planning	Annual Report with metrics in place	HR & Performance	April 2026	
		Implement a performance framework for service level workforce plans	Performance Reports on workforce plans presented to HR Sub annually	HR & Performance	April 2026	
		Deliver the Organisational Development Strategy	Performance Reports on delivery of OD strategy	CMT	April 2026	
		Undertake self-assessment exercise on workforce planning	Annual programme of self-assessment in place	HR & Performance	April 2026	
Develop HR systems	Improved processes, access to data and analysis by both HR and services Improved level of applicants for posts	Develop the HR Case Management System	Integrated system with electronic processes	HR & Performance, Payroll & IT	April 2026	
		Implement Job Families within the hierarchy to support reporting as required by SPDS	Horizontal segregation reports in place	HR & Performance	April 2026	
		Develop on-boarding HR/Payroll processes including streamlined induction and mandatory training	Integrated processes with co-ordinated induction	HR & Performance	April 2026	
		Deliver training for Managers on the HR/Payroll system	Training programme rolled out to services	HR & Performance	April 2026	

Workforce Plan Priority	Workforce Outcomes	Action	Measure	Lead	Timescale	RAG Status
Examine the Offer of Employment	Senior officers able to lead and support change within their services Succession plans in place leading to reductions in skills gaps Increased number of applications for posts	Leadership training and mentoring to be prioritised and rolled-out	Programme of training with participants underway	HR & Performance	June 2026	
		Support employee skills development to prevent service level skills gaps in line with business and workforce plans.	Completed annual training plans	CMT	April 2026	
		Continued investment in apprenticeships and career development opportunities in line with business and workforce plans	Reduction in re-advertisement of posts	CMT	April 2026	
		Map out options and templates to support potential career change opportunities, targeting hard to recruit and growth areas	Processes in place	HR & Performance	April 2026	
Prioritise Employee Communication	Prioritised development using employee feedback through established channels Improved employee experience when using HR webpages	Support the Employee Forum and explore the potential for an Employee Youth Forum	Quarterly meetings in place Youth Forum established	HR & Performance	April 2026	
		Report findings from Employee Survey and support action on key themes	Report completed and action plans in place	HR & Performance	April 2026	
		Continue to develop the intranet site to meet employee and manager need	Increased employee traffic onto intranet	HR & Performance, IT	April 2026	

Workforce Plan Priority	Workforce Outcomes	Action	Measure	Lead	Timescale	RAG Status
Options to leave	Option to leave policies reflect the current position of the Comhairle	Review Performance Appraisal templates and the Exit Survey	Policies updated	HR & Performance	April 2026	
		Review current policies to ensure they remain relevant	Policies updated	HR & Performance	April 2026	