

## **Skills and Knowledge Audit**

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### **REASON FOR ITEM**

To provide Members with an update on the progress made in relation to the Skills and Knowledge Audit as recommended by this Committee's Pandemic Review.

### **OPTIONS AVAILABLE TO THE COMMITTEE**

1. Members note the update by the Officer from Strategic HR and request further information if appropriate.

### **INFORMATION**

1. At a meeting of this Committee held on 11 November 2010, consideration was given to a report which provided Members with progress made in implementing recommendations of recent reviews.
2. In relation to this Committee's review into the Impact of a Pandemic in Hillingdon and Effects on Council Services and the recommendation relating to a skills and knowledge audit, Members asked for further information on the skills and knowledge audit which took place as a result of the Pandemic review.
3. The review had asked that a skills and knowledge audit be undertaken of the Council's workforce to build up a computerised database. This information was to include details about staff who have been vaccinated against the swine flu virus, those who have had swine flu, those with children and childcare responsibilities, those staff who were front line staff and those that come into contact with the public.
4. Members were previously informed that Strategic HR had written to all staff to collect information on staff skills which were not reflected in the duties they performed in their day to day jobs, and which could be called upon in an emergency. The skills audit provided a snapshot of the skills currently held by Council staff. The skills information would allow the emergency management team of the Council to quickly identify staff with appropriate skills to backfill front line staff absences. The data collected was held by Business Support Units and the Civil Protection Team and

was securely stored, in line with relevant data protection rules. It was envisaged that over time the skills information would be electronically stored on Resourcelink or something similar, to enable staff to update their information.

5. At this Committee's meeting held on 19 January 2011 an update was provided which informed Members that a Project Initiation Document was being developed for a Single Development Plan for a 'talent management' system which would include skills and competency management.
6. Members noted this information but in view of the recommendations of the Pandemic review being agreed by Cabinet in December 2009, Members asked that an officer from Strategic HR attend the next meeting of this Committee to provide Members with more detail on the implementation of the Skills and Knowledge audit.