

 Employment Committee 17th June 2015		Agenda Item 7
Title	People Strategy Update	
For further information about this report please contact	Tracy Dolphin – Interim HR Manager	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	March 2015	
Background Papers	None	

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No
Equality & Sustainability Impact Assessment Undertaken	Yes/No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	10/6/2015	Chris Elliott/Andrew Jones/Bill Hunt
Head of Service	10/6/2015	Chris Elliott
CMT	10/6/2015	As above
Section 151 Officer	10/6/2015	Mike Snow
Monitoring Officer	10/6/2015	Andy Jones
Finance	10/6/2015	Mike Snow
Portfolio Holder(s)		
Consultation & Community Engagement		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This report is an update on progress made on the People Strategy Action Plan as discussed at the People Strategy Steering Group in March 2015.

2. **RECOMMENDATION**

- 2.1 That Members of Employment Committee note the report and feedback any comments.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The People Strategy Action Plan is an ongoing working document that reports progress to Employment Committee quarterly.

4. **POLICY FRAMEWORK**

4.1 **Policy Framework**

The Strategy reflects the People priorities and actions of the Council and incorporates key themes from previous Investors in People assessments. The themes within Fit for the Future and focus on Service, People and Money. All of these are reflected in the Strategy with many actions influencing the different ways of working which are central to the FFF programme. A new plan for 2015 – 2018 has now been produced and will be monitored through three reports.

5. **BUDGETARY FRAMEWORK**

- 5.1 There is no impact on the Budgetary Framework.

6. **ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 None considered

7. **RISKS**

- 7.1 There is a significant risk to the delivery of the Council's Change programme if the areas highlighted in the People Strategy are not reviewed on a regular basis and actions agreed to address areas of concern. The monitor and review process therefore is key to ensuring that Fit for the Future priorities are implemented.

8. **BACKGROUND**

- 8.1 The People Strategy Steering Group comprises of Cllr Mobbs, Cllr Bunker and Cllr Naimo. A representative from the Lib Dems has yet to be confirmed. The Group is supported by Heads of Service from Cultural Services, Neighbourhood Services, Planning together with the Interim HR Manager and HR Senior Officer.
- 8.2 The Steering Group meets quarterly prior to the Employment Committee and reviews progress on the Action plan, reviews plans for future actions, and highlights strategic issues for further discussion. The Group takes a strategic overview of the People elements of the Council with recent discussions focussing on absence management, apprenticeships, staff engagement, IiP.

8.3 Areas of Success/Highlights within the People Strategy themes (confirmed at Employment Committee 25th March 2015) for the period April – June are:

8.3.1 **Leadership and Organisational Development**

- The People Strategy Action Plan is being updated as part of the Investors in People review highlighting priorities against resources. Representatives of the Senior Management Team have considered how the People Strategy Steering Group can operate effectively and efficiently by considering key themes impacting on the Council, for example: Staff Morale and Development; Staff Engagement; Succession Planning.

8.3.2 **Workforce Planning and Performance**

- A new Payroll and HR system was implemented in April with an emphasis on 'Self Service'.
- SMT have reviewed the way in which management information is provided to SMT and to the Employment Committee resulting in the new approach accompanying this report.
- All corporate HR policies are being reviewed and will be communicated to staff via team meeting and through the new Corporate Intranet.
- A draft policy on 'Managing Attendance' has been developed. This policy aims to provide managers and employees with more guidance on how to manage attendance and sickness consistently across the Council and offers tools and techniques to manage employee attendance within the workplace positively.
- Restructures throughout the organisation continue to be supported by HR.

8.3.3 **Equality & Diversity**

- Working with Warwickshire County Council:
 - Essential 'Equality & Diversity' data has been updated.
 - We have discussed with the Senior Management Team about devolving Equality and Diversity priorities through their teams.
 - There is a plan to create an Equality and Diversity focus group with clear terms of reference
 - A plan for Equality Impact Assessment training programme to be rolled out.
 - A review of 'Awareness' training on related areas to E & D

8.3.4 **Learning & Development**

- Roll out of Self-Service Training to all managers as part of 'Different Ways of Working' initiative to help managers 'manage' their areas more effectively.
- Seven 'procurement awareness' training sessions have now taken place with over 75 individuals completed the training.
- Appraisals are underway and due for completion by the end of June. The process is based on managers and staff having a documented conversation regarding on all aspects of work and their individual performance.

- 'Investors in People Staff Survey' rolled out with the support and involvement of the Staff Voice group.
- Safeguarding Children priorities established and being actioned as part of the overall Safeguarding action plan.
- Employee Support Officers update – 2 new ESO's have joined the team. Plan for next ESO meeting to review how ESO's monitor contacts and subject areas discussed, (Emp. Com. Minutes 25th March).

8.3.5 **Communications , Involvement and Engagement:**

- Staff Voice has reached its first year anniversary. There is a review planned of achievements to date.
- Staff Voice will contribute to Chief Executive's talk to all staff in June and July.
- The "Senior Officers Group" has evolved into a smaller group and has been renamed 'Manager's Forum'. The format will continue with a focus on more consistent engagement of all levels of staff through the cascading of information from Managers to their teams.
- Core Brief – the new e-mail format has been well received and continues to highlight key messages from the Senior Management Team and individual Service Areas.
- Jabber – has been rolled out to over 300 staff.
- Rumour Mill – good use of Rumour Mill continues with appropriate questions being posed.
- Chief Executives talk Part 1 in June/July, Part 2 with Chief Executive visiting teams and Part 3 planned for March 2016.

8.3.6 **Employee Well-being, Reward and Recognition**

- The Investors in People Staff Survey includes questions relating to reward and recognition to help us develop actions to contribute to the People Strategy Action Plan.
- 'Making every contact Count' - all Health Champions have had MECC training and this continues with further awareness sessions being planned for later in the year.