

 <b>Employment Committee – 27<sup>th</sup> November 2013</b>		<b>Agenda Item No. 7</b>
<b>Title</b>	People Strategy Update for CMT/SMT/Employment Committee	
<b>For further information about this report please contact</b>	Tracy Dolphin – L & D Officer/ Senior HR Officers	
<b>Wards of the District directly affected</b>	None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	Yes/No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	June 2013	
<b>Background Papers</b>	None	

<b>Contrary to the policy framework:</b>	Yes/No
<b>Contrary to the budgetary framework:</b>	Yes/No
<b>Key Decision?</b>	Yes/No
<b>Included within the Forward Plan? (If yes include reference number)</b>	Yes/No
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	Yes/No (If No state why below)
EAI's will be undertaken if required for each section of work rather than the collated collection of work which is the People Strategy document.	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		CMT
Head of Service	March 2013	Susie Drummond
CMT		As above
Section 151 Officer	March 2013	Mike Snow
Monitoring Officer	March 2013	Andy Jones
Finance	March 2013	Mike Snow
Portfolio Holder(s)		Cllr Doody
<b>Consultation &amp; Community Engagement</b>		
This is an update for April – Sept 2013 and describes any changes as discussed at the People Strategy Steering Group prior to Employment Committee planned for 27 <sup>th</sup> November		
<b>Final Decision?</b>	Yes/No	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **SUMMARY**

- 1.1 This report is an update on progress made on the People Strategy Action Plan following the October People Strategy Steering group.

## 2. **RECOMMENDATION**

- 2.1 That SMT/CMT/ Employment Committee note the report and feedback from the Employment Committee Chairman

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The People Strategy Action Plan is an ongoing working document that reports progress at Employment Committee on a regular basis.

## 4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework** – the report does not bring forward changes to the policies listed below:

- Fit for the Future – see below

- 4.2 **Fit for the Future** – The strategy is in its 2<sup>nd</sup> year of review and reflects the priorities and actions that were key themes from the IIP assessment. The themes within FFF encourage a focus on the customer and continuous improvement – both of these are reflected in the revised strategy and many of the actions will bring about the cultural change that is key within the FFF programme.

## 5. **BUDGETARY FRAMEWORK**

- 5.1 There is not an impact on the Budgetary Framework, including the process set out in the Budget and Policy Framework Procedure Rules within the Constitution.

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

- 6.1 None considered

## 7. **BACKGROUND**

- 7.1 The People Strategy Steering Group comprises Cllrs Bunker, Barrott, Mobbs, Falp, Wreford-Bush with Heads of Service from Culture, Neighbourhood Services, Housing and joined by the Learning and Development Officer. Chris Elliott, Chief Executive has joined the group in absence of HR/OD Manager and Corporate & Community Services Head of Service.

- 7.2 The Steering Group meets quarterly prior to the Employment Committee and reviews successful work completion, plans in progress for completion and areas to highlight.

- 7.3 Areas of Success/Highlights for the period being reviewed are:

- 7.3.1 People Strategy updated which is at 31% complete, 41% being worked on and 28% as outstanding due to diminished HR capacity

- 7.3.2 The Appraisal and Competency scheme completed with 93% return; 452 appraisals completed, 33 outstanding (reasons for all outstanding have been established with consideration for circumstances). New E-Learning Module for Appraisals -241 completed with extra Appraisal workshops/1-1 support available where required. Evaluation of scheme due end of Oct. for findings to be reported by end of December 2013
- 7.3.3 Communication & Engagement initiative implemented with Claire Sutherland to review engagement levels with staff/Managers/Focus Panel/Councillors/CMT/SMT as part of overall Communications Strategy and linked to People Strategy/Riverside House Project.
- 7.3.4 Riverside House Project group launched; this will link in with flexible working options and cultural change initiatives.
- 7.3.5 Corporate Training data summarised – 548 training days completed in total, average of 1.04 training days per person which is an increase of 0.9% on the previous year and the highest in 5 years.
- 7.3.6 Hot Frog data Stress indicator received from May 13 – out of 94 questionnaires sent out to managers 43 replied 13 were on high level all of which have been contacted and supported. We will be reviewing whether to use this indicator again based on the feedback from the Communication and Engagement initiative which is also questioning the positioning of the Cultural Barometer indicator.
- 7.3.7 Managing People – Positive Employment data up-to-date to review absence/capability/grievances/disciplinary/appeals/long term sickness. (Appendix 1)
- 7.3.8 Employment Committee data reviewed as part of concerns from June committee regarding absence figures and prepared for next meeting 27<sup>th</sup> November