WARWICK DISTRICT COUNCIL	Employment Committee – January 2nd 2013	Agenda Item No. 8

Title	Quarterly People Strategy Update
For further information about this report please contact	Karen Warren – HR & OD 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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	~~Yes~~/No If yes state why
Date and meeting when issue was last considered and relevant minute number	September 2012
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)

EAIs will be undertaken if required for each section of work rather than the collated collection of work which is the People Strategy document.

Officer/Councillor Approval		
Officer Approval	**Date**	**Name**
Chief Executive/Deputy Chief Executive		CMT
Head of Service		Susie Drummond
CMT		As above
Section 151 Officer		Mike Snow
Monitoring Officer		Andy Jones
Finance		Mike Snow
Portfolio Holder(s)		Cllr Doody

Consultation & Community Engagement
This is an update from September 2012 and describes any changes as discussed at the People Strategy Steering Group prior to Employment

Final Decision?	Yes/~~No~~
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 following the People Strategy Steering group – comprised of a sub group of Employment Committee and Senior Officers.

2. **RECOMMENDATION**

2.1 That the Committee note the report and feedback from the Chairman – in particular the points that address the issues raised at the September Employment Committee.

2.2 That in line with other working groups the representation should be made cross party and each group is invited to nominate a member to sit on the PSSG.

3. **REASONS FOR THE RECOMMENDATION**

3.1 Members raised concerns from the Employment Data in September and wished to see a report that addressed those concerns, detailing action taken and planned.

3.2 The People Strategy Action Plan is an ongoing working document that will report progress at Employment Committee on a quarterly basis.

4. **POLICY FRAMEWORK**

4.1 **Policy Framework** – the report does not bring forward changes to the policies listed below:
   - Development Plan Documents
   - Fit for the Future – see below
   - Food Law Enforcement Service Plan
   - The plan and strategy which comprise the Housing Investment Programme

4.2 **Fit for the Future** – The strategy now 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 of Cllrs Bunker, Barrott and Mobbs with Heads of Service from Culture, Neighbourhood and Community Protection joined by the Learning and Development Officer and the HR and OD Manager.

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. This is detailed as follows:

7.3 Areas of Success for this Quarter are:

7.3.1   The creation of the FFF programme spread-sheet that has clear criteria which prioritises the Councils programme of work enabling better allocation of resources and monitoring of progress.

7.3.2   The allocation of support resources from Organisational Development team and the HR team are made according to the priority on the above list that enables dedicated focus and delivery of projects on the FFF programme.

7.3.3   HR support and expertise is increased and focused on each change intervention providing managers and staff with support and coaching managers through the process so that their learning and knowledge is increased for future use.

7.3.4   The formation of a Corporate Equalities group has raised awareness through organising sessions for staff on topics such as ME and the impact of disabilities in the working environment. This group is made up of staff from across the services that volunteer to work in communicating and sharing equalities understanding in all areas of work

7.3.5.   The Staff Focus Group was formed as a result of listening to feedback from the Peer Review and IIP; the group's first meeting has resulted in a change to the Chief Executive's annual speech format and other items are currently work in progress

7.3.6   The 'On Course' training catalogue was produced and delivered to show the full range of learning and development options available for all levels for all staff and access is equally encouraged from all service areas

7.3.7   The continued identification and effective management of underperforming staff has been undertaken by service managers across the Council that ensures that all staff contribute equally

7.4   The Steering Group agreed the 'Terms of Reference' - see Appendix 2.

7.5   The Steering Group and Employment raised some key areas of concern and wanted to understand how these were being address and how they were going to be addressed. These were grouped into roughly four headings: Staff Development, Appropriate Management Styles, Staff Morale and Recognition and Succession Planning.

7.6   Staff Morale in particular is measured by a survey, known as Hotfrog. The Hotfrog survey measures staff engagement through asking questions about the level of control staff have over their work, how they feel they contribute, if they feel supported, if they feel stress and if this is dealt with appropriately by managers. This survey gives two indications – the levels of engaged staff as indicated by staff that feel they are not under stress, and numbers of staff that feel under stress and not supported by managers. The report is in Appendix 1.

7.7   Appendix 3 shows these 4 areas and how they relate to the People Strategy Action Plan work and in the 'Key Action' Column shows how work is progressing and work that is planned in a more easier to read format than the Action Plan in its entirety.