

 <b>Employment Committee January 27<sup>th</sup> 2015</b>		<b>Agenda Item:</b> <b>7</b>
<b>Title</b>	People Strategy Update for Employment Committee	
<b>For further information about this report please contact</b>	Tracy Dolphin – Interim HR Manager	
<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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	September 2014	
<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)

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		Chris Elliott/Andrew Jones/Bill Hunt
Head of Service		Chris Elliott
CMT		As above
Section 151 Officer		Mike Snow
Monitoring Officer		Andy Jones
Finance		Mike Snow
Portfolio Holder(s)		Cllr Andrew Mobbs
<b>Consultation &amp; Community Engagement</b>		
<p>This is an update for October 2014 – December 2014 and describes updates that will be discussed at People Strategy Steering Group prior to Employment Committee 17<sup>th</sup> December 2014.</p>		
<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 prior to a meeting with the People Strategy Steering group – comprised of a sub group of Employment Committee and Senior Officers.

## 2. **RECOMMENDATION**

- 2.1 That Employment Committee note the report and feedback any comments to take to the next People Strategy Steering Group meeting planned for March 2014.

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

- 3.1 The People Strategy Action Plan is an ongoing working document that will report progress at SMT/CMT/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:

- Fit for the Future – see below

- 4.2 **Fit for the Future** – The strategy is in its 3rd 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 different ways of working that is key within the FFF programme.

## 5. **BUDGETARY FRAMEWORK**

- 5.1 There is no impact on the Budgetary Framework.

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

- 6.1 None considered

## 7. **BACKGROUND**

- 7.1 The People Strategy Steering Group comprises of Cllrs Bunker, Barrott, Mobbs, Falp, Wreford-Bush with Heads of Service from Culture, Neighbourhood Services, Planning and the Interim HR Manager/HR Senior Officers

- 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:**

- Interim Structure for HR/OD confirmed until March 2016 which allows for further planning and continued progression of key projects
- HR/Payroll Project recommendations approved at CMT/SMT, Executive Dec 2014 for final approval.

- Disciplinary/Capability/Grievance/Managing Attendance policies in first draft format.
- Links made with WCC to utilise their expertise in Equality & Diversity (knowing your Customer) and ensure the responsibilities and objectives of WDC are being met.
- Coaching & Mentoring – 3 people have undertaken the challenging ILM Level 5 Coaching & Mentoring Qualification and will join the Coaching & Mentoring pool in 2015. Coaching is promoted at all levels within the Council from internal and external sources. We are in the process of planning the set up internal mentoring resource
- Our Employee Support Officers have now received training from Public Health Warwickshire under the MECC (Make every contact count) banner and are a key part of our Health and Well Being plans.
- HR workshops 2014 have been well attended with positive feedback. We are now planning HR/Awareness workshops for 2015.
- Metacompliance - 'How we do it here' – Launching on a phased basis across service areas. This system gives a clear electronic audit trail which is a significant improvement on our previous paper based system.
- Communication & Engagement initiative continuing to run at full speed. Staff Voice launched with 25 representatives across all service areas that have attended training and successfully held their first meeting. Positive feedback from Staff and a good number of points to discuss put forward for next meeting.
- A review of 'Comensura', the framework providing our Agency staff has now been completed with recommendations to be forwarded to SMT to include more system controls.
- Health event in 'The Space' involving presentations from experts in smoking cessation, physical activity, gardening, healthy food and promoting Employee Support.
- A draft policy on 'Managing Attendance' has been developed. The policy aims to provide managers and employees with more guidance on how to manage attendance / sickness, rationally and professionally, in the same way throughout the Council. The policy makes proposals to review current Council trigger points for sickness and offers tools and techniques to manage employee attendance within the workplace positively. This is due to be reviewed as a topic item at the next PSSG meeting.
- Proposal for Procurement Training planned to aim at levels of knowledge proposed for 2015.
- Investors in People Strategic Review planned for Dec 2014.