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|  Employment Committee 5.12.18 | | Agenda Item No. 7 |
| Title | People Strategy Update | |
| For further information about this report please contact | Tracy Dolphin - HR Manager Tracy.dolphin@warwickdc.gov.uk Tel: 01926456350 | |
| 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| Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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 | Sept 2018 | |
| Background Papers | None | |

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| 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) |
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| Officer/Councillor Approval | | |
| Officer Approval | Date | Name |
| Chief Executive/Deputy Chief Executive | 21.11.18 | Chris Elliott/Andrew Jones/Bill Hunt |
| Chief Executive | 15.11.18 | Chris Elliott |
| Section 151 Officer | 21.11.18 | Mike Snow |
| Monitoring Officer | 21.11.18 | Andy Jones |
| Finance | 21.11.18 | Mike Snow |
| Portfolio Holder(s) | 16.11.18 | Andrew Mobbs |
| Consultation & Community Engagement | | |
| This is the People Strategy Update for the last quarter and describes highlights discussed at SMT and People Strategy Steering Group prior to Employment Committee. Unions are also consulted to provide any comments. | | |
| 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 (PSSG) and policy updates.

2. **RECOMMENDATION**

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

2.2 To approve amendments to the Employee Code of Conduct (Appendix 2/3)

3. **REASONS FOR THE RECOMMENDATION**

3.1 The purpose of the People Strategy is to support the Council’s Fit for the Future programme of work. Its aim is to ensure that the approaches to resourcing, learning and development, cultural change and organisational development are designed to deliver the workforce that the Council requires. The People Strategy Action Plan underpins the People Strategy and reports progress to SMT, CMT, People Strategy Steering Group and Employment Committee.

3.2 After two years of operation there has been a light touch review of the Warwick District Council Employee Code of Conduct. The majority of the changes are proposed to provide greater clarity for all users of the Code. The revised code and the appendix listing the significant changes are attached. The only significant change is that the requirement for all staff to complete the disclosure form will be required from when the Code is adopted and for officers to make amendments to this disclosure within 28 days of the change in circumstance occurring. Unions and all Staff have been consulted and the responses to this will be presented as an addendum to the Committee at its meeting.”

4. **POLICY FRAMEWORK**

4.1 **Policy Framework**

Fit for the Future (FFF)

The Council’s FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. The actions from the People Strategy are one of those key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.

| FFF Strands | | |
|---|---|--|
| People | Services | Money |
| External | | |
| Health, Homes, Communities | Green, Clean, Safe | Infrastructure, Enterprise, Employment |
| <u>Intended outcomes:</u> Improved health for all Housing needs for all | <u>Intended outcomes:</u> Area has well looked after public spaces | <u>Intended outcomes:</u> Dynamic and diverse local economy |

| | | |
|---|---|---|
| met Impressive cultural and sports activities Cohesive and active communities | All communities have access to decent open space Improved air quality Low levels of crime and ASB | Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels |
| Impacts of Proposal | | |
| The proposal considers areas to support health and well-being together with engagement and communications | Link to our customers and the recognition of how we impact on our communities through our people. | The proposal considers areas to support employment e.g. apprenticeships |
| Internal | | |
| Effective Staff | Maintain or Improve Services | Firm Financial Footing over the Longer Term |
| <u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours | <u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services | <u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money |
| Impacts of Proposal | | |
| The themes from the strategy support training engagement and skills. Policies are updated to reflect ongoing legislation and the changes in the organisation. | Constant improvement in our through digital provision. Monitoring of MI information to review data trends | Value for money in how we attract procure training and deliver through different channels. |

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here.

4.2.1 People Strategy

The People Strategy outlines the future needs of our workforce to enable us to attract, recruit and retain the right people; provide the development they need to allow them to grow and progress; manage potential and plan for the future. The way in which we lead and support our people is key to the successful delivery of quality services.

5. **BUDGETARY FRAMEWORK**

- 5.1 Should there be initiatives identified beyond the existing budgets then a case can be made for further funding to support.

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

- 6.1 None considered

7. **RISKS**

- 7.1 There is significant risk to the delivery of the Council's FFF programme by not reviewing the areas highlighted in the People Strategy.

8. **BACKGROUND**

- 8.1 The People Strategy Steering Group comprises of Cllr Phillips, Cllr Mrs Bunker, Cllr Naimo and Cllr Falp and supported by the Chief Executive, Heads of Service from Culture, Neighbourhood Services, Housing, the HR Manager and HR Senior Officers.

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

- 8.3 Investors in People assessment in September 2018 concluded that Warwick District Council had achieved the Silver accreditation (an improvement from Bronze in 2015) see Appendix 1. The actions identified within the report continue to be communicated and progressed as part of the People Strategy and the associated Action Plan. Updates will be provided through the Workforce Steering Group, SMT, People Strategy Steering Group and Employment Committee.

- 8.4 Other areas of success/highlights within the agreed People Strategy themes for the last quarter are:

8.3.1 **Leadership and Organisational Development**

HR continues to support organisational redesigns across the Council

8.3.2 **Workforce Planning and Performance**

Update of the priorities of the Workforce Steering Group:

- 2019/2020 NJC pay award proposals
- To continue to review our policies and guidelines
- Supporting Investors in People process and associated actions
- Update to Employee Code of Conduct

8.3.3 **Equality & Diversity**

Working in partnership with WCC we are reviewing the achievements against the 2016 – 2020 objectives and any further action to update as part of the People Strategy action Plan:

- I. Promote equality through the provision of fair and accessible services

- II. Promote equality through improving the equality information held and used by the Council
- III. Promote equality through better engagement between the Council, communities, customers, groups and individuals
- IV. Promote equality through effective partnership working with our partners
- V. Promote equality through better understanding of our workforce/potential workforce and be seen as a good employer.

8.3.4 **Learning & Development**

Training update in Quarter 2: 421 delegates received training through 17 events totalling 233 training day. These include Mental Health First Aid Lite and Mental Health First Aid Full course (funded by Public Health), Assertiveness, Lone Worker Awareness, Managing your cost centre, Step Up (for new managers) and Universal Credit Awareness along with Political Awareness, Fraud Awareness and Safeguarding.

8.3.5 **Communications , Involvement and Engagement**

Our Digital Marketing Apprentice joined at the beginning of September, reporting to the Website Manager. This role expands our digital marketing and enables greater resilience in this developing area. We now have almost 9,500 Twitter followers and 500 Facebook likes as we build up our presence there.

We organised a public meeting for residents and businesses at the Spa Centre on 12 November to discuss the Covent Garden development and HQ relocation plans. Over 350 people attended and put questions to a panel of councillors and officers. In addition, we promoted the business breakfast meeting at Cote Restaurant which was attended by 50 local businesses to discuss the closure of Covent Garden car park with the panel. This was followed up with a newsletter to businesses from the Leader of the council. We are working with Covent Garden businesses to develop a new brand to help establish them as a retail destination during the development period; we are launching a new webpage for businesses so they can find all the information they need about this project in one place.

Supporting Cultural Services, we have promoted the re-opening of Newbold Comyn Leisure Centre on 17 October as well as the public consultation for Newbold Comyn Golf course and Kenilworth Leisure centres.

The team has worked with Green Spaces to launch a new newsletter promoting the work they are undertaking across parks and gardens, the Pump Room gardens as well as supporting events. A second newsletter to update stakeholders on St Mary's Lands is also being delivered.

We have worked with Car Parks to launch RingGo which enables payment for off-street car parks via an App which you have on your phone. This will be promoted by a news release, a social media competition to increase awareness as well as a short video to demonstrate how to set this up.

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

Following the launch of the Health and Well-being (Bupa) Cash Plan membership scheme for employees a total of 232 (211 in Qtr 1) have enrolled to date. Between 1st June and 30th October the cost of the scheme to WDC is

£4,536.13 - and to date claims totalling £6,952.10 have been paid out to our staff. This includes £2,372.80 for Dental treatment, £1,305.50 for Optical (including contact lenses) and £1,830.00 Therapy Benefits.

On Tuesday 18 September over 65 staff and managers visited our Health and well-being event to showcase different aspects of improving Health & Wellbeing.

We launched the motivational Bupa Boost App and demonstrated how to download and get started with the App, as well as the benefits of joining the scheme which include setting individual and team challenges on your Apple or Android device. To date over 33 members of staff are utilising the app and achieving their goals. A Corporate Step Challenge has been launched to see how long it takes us to walk, as a team, the 6,918,000 steps from London to New York. This is on top of the challenges staff set themselves or in groups.

Our Health & Well-being event also provided staff with opportunities to speak to a number of other groups and organisations, including: Springfield MIND who promoted positive mental health, being aware of where this might be challenging and the five ways to wellbeing which looks at how we can all improve.

Graham Fulford Trust undertook PSA (Prostate-specific antigen) blood tests for men over the age 45 years old. 12 of our staff took the test, with more taking details of other locations that do the testing. The Observer took photos to promote the good work of the Graham Fulford Trust.

BUG group (Bicycle Users Group) spoke to staff about the health benefits of cycling to work, facilities at Riverside for cyclists and information about cycling across District.

Everyone Active challenged our staff to see how long they could hold 4kg dumb bells at arm's length! 22 staff (12 men and 10 women) took on this challenge. !

The Health & Wellbeing Intranet Page is on track with updates in conjunction with the Health Officers Group to share monthly messages about health and wellbeing.