

North East Derbyshire District Council

Cabinet

1 August 2018

Lead Officer Response, in conjunction with the Portfolio Holder, into the Scrutiny Review on Job Evaluation and Health & Wellbeing

Report of Councillor R Smith, Portfolio Holder for Corporate Governance

This report is public

Purpose of the Report

- That Cabinet approve the action plan attached at Appendix Two of the report from the Lead Officer.

1 Report Details

- 1.1 The purpose of this report is to detail the lead officer's response, (HR & OD Manager), to the findings on the Scrutiny report on Job Evaluation and Health & Wellbeing. The Review details the findings, conclusions and recommendations of the Panel.
- 1.2 The recommendation was that Cabinet and the Chief Executive consider how the issues raised in the review report could be improved.
- 1.3 At Appendix 1 is an action plan that covers the recommendations raised and how these will be addressed. It is proposed that initiatives and plans put in place are focused on long term sustainable solutions that can be embedded across the organisation rather than implementing temporary short term fixes.
- 1.4 A strategic group, led by the HR & OD Manager has been formed to ensure a holistic and corporate approach to Organisational Development. It comprises Officers based on their professional knowledge and brings together all strands of organisational development with a view to building towards next year's employee survey and ongoing workforce development. Relevant key officers discuss ideas, feedback and proposals and then action them as appropriate. There is a direct link back to the Senior Management Team.

2 Conclusions and Reasons for Recommendation

- 2.1 Cabinet is asked to agree the actions identified in the action plan attached at Appendix 1 of the report.

3 Consultation and Equality Impact

3.1 As outlined with the report.

4 Recommendations

4.1 That Cabinet approves the Action Plan attached at Appendix 1 of this report.

5 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	Transforming our Organisation

6 Document Information

Appendix No	Title
1	Job Evaluation and Health & Wellbeing Review Action Plan
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None	
Report Author	Contact Number
HR & OD Manager	01246 217677

NEDDC Job Evaluation and Associated Benefits Scrutiny Review Action Plan – June 2018

Item	Recommendation	Action Required	Who by	When by	Progress
1.	Consideration be given to the comments made on the measures that could improve the impact of the location of the District Council offices at Mill Lane, Wingerworth (paragraph 6.3.1)	<ul style="list-style-type: none"> • Lunchtime activities have taken place e.g. walking groups, healthy eating briefings, quizzes, yoga etc • Work Well Group established • Briefings have been provided on mental health, sleep better, stress awareness • Dress down and charity raising days take place each month • Improvements have been made to the building such as lighting, heating • Facilities are available in the staff room 	<p>HR & OD Manager</p> <p>Facilities Team</p>	Work is continuing in this area to build on the success achieved so far, concerns stated in the feedback have been addressed as far as reasonably practicable.	
2.	Consideration be given to the issues raised around the provision of seating (benches) for staff in the inner courtyard and outside of the building (paragraph 6.3.2)	<ul style="list-style-type: none"> • A small working group has been established comprising HR, Streetscene & Facilities Team, to review and improve where possible the Mill Lane environment 	<p>HR & OD Manager</p> <p>Joint Streetscene & Waste Service Manager</p> <p>Facilities & Contracts Manager</p>	March 2019	

3.	Consideration be given to how the general maintenance of the District Council offices at Mill Lane could be improved (paragraph 6.3.3)	<ul style="list-style-type: none"> • Work is continuing in this area with improvements taking place in line with priority tasks and resource availability 	Facilities & Contracts Manager	March 2019	
4.	Further consideration be given to initiatives to address stress and support health and wellbeing (paragraphs 6.3.4 and 6.3.7)	<ul style="list-style-type: none"> • Briefings have been provided on mental health, sleep better, stress, resilience available for all staff. • Sickness absence management briefings have taken place with all line managers • A new Occupational Health provider has been procured • Service Managers Forum has been reviewed and reintroduced • Work Well Group established 	HR & OD Manager	Work is continuing in this area to build on the success achieved so far. Coaching, briefings and awareness raising will continue to ensure the Council is proactive in addressing health and wellbeing	
5.	Ways in which job opportunities for staff can be maximised to support retention be further considered (paragraph 6.3.5)	<ul style="list-style-type: none"> • The HR & OD Team have developed an action plan to ensure the Council is an excellent employer and retention of high performing staff is a key feature of this plan 	HR & OD Manager	May 2019	
6.	The Authority undertake an evaluation exercise to assess whether the use of agency staff is effective and value for money (paragraph 6.3.6)	<ul style="list-style-type: none"> • An assessment will be led by the HR & OD Manager and Chief Accountant in consultation with relevant managers 	HR & OD Manager Chief Accountant	February 2019	

7.	Effective communication be undertaken for any changes being undertaken within the Council (paragraph 6.3.8)	<ul style="list-style-type: none"> • A new Intranet is in development to support this process • Weekly bulletin in place and all officer emails circulated where appropriate • Service Managers Forum reintroduced • Team Meetings, Appraisals, Tool box talks and 1:1 meetings are reinforced as critical to management best practice 	<p>Communications Officer</p> <p>HR & OD Manager</p>	March 2019	
----	---	--	--	------------	--