

Administrative Arrangements and Joint Officers Scrutiny Review – Action Plan

Item	Recommendation - Detail	Action Required	Who by	When by	Progress
1	That the Council considers the introduction of performance indicators to help it monitor and measure joint officer/administrative arrangements within the Authority to ensure impact on staff and service delivery is properly managed	<p>A quarterly report will be produced identifying a number of HR issues/developments and will include:</p> <ul style="list-style-type: none"> • Turnover of staff • Grievances submitted • Sickness absence • Exit Questionnaire/interviews 	JAD HR & Payroll	Quarterly to Scrutiny	<p>The current reporting period is October-December 2016 and the figures below relate to that period:</p> <p>Leavers overall: 20</p> <p>6 Resignations 1 Ill health retirement 1 Redundancy 1 Dismissal 11 end of temp contract</p> <p>The only leaver in a joint role was the one relating to dismissal.</p> <p>Grievances: 0</p> <p>Sickness Absence:</p> <p>Days sickness: 982.32 = average of 2.74 days per employee.</p> <p>The PI for sickness absence is 8.5 days per employee per year (the</p>

					<p>East Midlands average is 9.5 days per employee).</p> <p>Currently, the projected outturn for 2016/17 is 11 days per employee, which is similar to the previous year and higher than our target and the East Mids average.</p> <p>Exit Questionnaires:</p> <p>These are now sent out as a matter of course for resignations and to date some have been returned but no issues of concern have been raised.</p> <p>These figures are currently out of context as this is just one period. At the Scrutiny meeting in April 2017 an annual report will be produced showing the statistics for the full year and giving appropriate context.</p>
2	When considering the introduction of any further posts subject to these arrangements risk assessments, full communication and consultation with affected staff should be undertaken	This is already done as part of the council's policy on staffing reviews.			<p>Organisational Review Policy already in place which addresses these concerns.</p> <p>Regular meetings are</p>

					being held with staff and Trade Unions in relation to any staffing changes and/or restructuring exercises.
3	That consideration be given to the levels of sickness within the group of officers working under these arrangements	The Council monitors sickness absence and a separate report can be produced in relation to levels of sickness absence within the Joint Officer group. This will form part of the quarterly report and include reasons for sickness absence/context, without divulging personal and/or sensitive information.	JAD HR & Payroll	Quarterly to scrutiny	<p>The number of days sickness absence for the period Oct-Dec 2016 is quoted above. Of this figure, 58.5 days sickness absence was attributed to officers working in joint posts which is an average of 0.8 day per joint officer.</p> <p>NB: BDC sickness absence days lost for the period was 1148.5 and of the joint officer absence of 58.5 days, only 2 days were attributable to those joint officers directly employed by NEDDC.</p>
4	That, where appropriate, harmonisation matters be progressed to deal with issues such as differences on pay parity	This is part of a wider project that is currently being considered by both Councils.	JAD HR & Payroll	Not yet agreed timescales	Discussions are on-going in terms of options for moving this forward and this is a priority project for the HR & OD team.
5	That the Council considers the issues raised on the online induction process	These issues have been considered and whilst the introduction of on-line induction ensures all relevant information is given to	JAD HR & Payroll	March 2017	The on-line induction is not utilised by all Managers. Regular reminders are issued.

		<p>new employees in a timely manner, this is done with the Manager and the new employee and does not replace face-to-face interaction or introductions. It is very much about the imparting of essential information.</p> <p>Feedback on the new induction process will be gathered following its introduction to gather views from both Managers and new employees and this will be reported.</p>			<p>There have been some technical issues.</p> <p>The HR Link Officer (Organisational Development) has been tasked with reviewing this process given it has now been in place almost a year.</p>
6	That the Council considers how it can maximise the opportunities to undertake exit interviews that support the identification of any trends or issues arising and that a combined exit form be used	<p>All leavers are asked to complete a standard exit questionnaire as a matter of course. Not all are returned. As part of the planned refresher training on recruitment and selection, a section on the importance of exit interviews will be included.</p> <p>JAD HR & Payroll will also raise this through SAMT to ensure the importance of exit questionnaires/ interviews is communicated to managers.</p> <p>General themes emerging from the content of exit questionnaires can be collated and reported, ensuring anonymisation.</p>	JAD HR & Payroll	Quarterly where information is available	<p>Leaver questionnaires are now issued once a resignation is received. Details relating to leavers and reasons for leaving will be issued as part of the Annual Report at the April meeting.</p> <p>An offer of an exit interview is made should the employee wish.</p>
7	That the Council introduce a forward plan for how it will manage its ageing workforce	<p>Consideration is already being given to this issue and as the work develops, issues and proposals will be put forward. These developments can be reported through scrutiny. Age profile to be completed in first instance</p>	JAD HR & Payroll	September 2016	<p>Raw data has now been produced in relation to the age profile of both Councils. This is currently being analysed and is being included in a wider review of the absence management</p>

					policy and redeployment policy.
8	That the Council consider the comments made on reputation, lost key skills and management of culture change	Monitor through leavers exit questionnaires/ interviews.	JAD HR & Payroll	March 2017	As well as monitoring through exit questionnaires and interviews, further work is being done in relation to the outcome of the recent Employee Survey and once focus groups have been undertaken, an action plan will be developed. It is anticipated that some of these issues will be raised through those focus groups and options for addressing them discussed.
9	That the Council reviews the environment at Mill Lane	Installation of freeview TV in the staff room Seating in Quad area. Employee Survey asks questions around working environment which will be analysed. Scrutiny will be informed following analysis of staff survey in relation to this issue. Action Plan will be developed from Staff Survey responses. If necessary, a Working Group will be established to address any actions.	JAD Property and Estates, JAD HR and Payroll	Ongoing	The working environment at Mill Lane is monitored through the H&S sub-committee which includes Trade Unions and management and there is a further opportunity for the Trade Unions to raise issues at the monthly meeting held with the Chief Exec, Section 151 Officer and AD for HR. There will be further opportunity for staff to

					<p>discuss any issues relating to their working environment as we further develop the responses from the staff survey during the focus groups that are planned over the next few weeks.</p> <p>In addition, at the end of 2016 a Health and Well-being survey was carried out. From this survey a number of employees volunteered to be Health & Well-being Champions and have developed the attached action plan for this year in response to the results of the survey. (This was a joint survey and the action plan relates to both NEDDC and BDC). The Health & Well-being Champions are from across both Councils and meet as a joint group.</p>
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