

**NON EXEMPT**

## **HAVANT BOROUGH COUNCIL/EAST HAMPSHIRE DISTRICT COUNCIL**

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Joint Human Resources Committee

11 June 2013

### **STAFF FOCUS GROUP ACTION PLAN 2013-14**

**Caroline Tickner, Service Manager (HR)**

**FOR DECISION Information Item**

**Portfolio: Marketing & Development: Councillor Cheshire & Councillor Phillips**

**Key Decision: N/A**

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#### **1.0 Purpose of Report**

- 1.1 This reports provides Joint HR Committee with detail relating to the staff focus group action plan for 2013-14.
- 1.2 This plan identifies key suggested actions from staff focus group representatives to improve organisational climate and future staff survey results.

#### **2.0 Recommendation**

RECOMMENDED

- 2.1 That the members of Joint HR Committee are asked to:
  - a) note the content of the report and the attached Staff Focus Group Action Plan for 2013-14.

#### **3.0 Introduction**

- 3.1 The 'Staff Focus Group' was set up in 2012 in response to the staff survey results of 2011-12. In particular, this group was set up to improve staff engagement across the Councils' and address the issue that only 25% of staff who responded to the survey believed that the results would be acted upon. This figure remains unchanged for 2012-13.
- 3.2 The Staff Focus Group has been in place now for about 12 months. In the early days it's fair to say the meetings were pretty sporadic but over time the concept has gained momentum. Staff representatives now meet on a monthly basis to discuss key issues facing the Councils' and its staff. The

aim of the group is to increase staff engagement and drive an ongoing process of improvement and change.

- 3.3 The most recent staff survey identified a number of key findings relating to how staff perceive their workload; the overall leadership within EHDC/HBC and the working environment. In light of this a workshop was held with the Staff Focus Group in January 2013 to enable an employee owned action plan to be produced.

#### **4.0 Subject of the report**

##### **Staff Focus Group**

- 4.1 Representatives from service areas across both Councils attended a focus group on 11<sup>th</sup> January, 2013. This enabled representatives to:

- Review the results of the survey
- Work with their own service teams to identify potential improvement actions
- Represent the views of their service teams within the focus group and resultant action plan
- Help develop the action plan
- Oversee the implementation of the plan

- 4.2 At this initial meeting, the key themes from the survey were explored by the group as follows:

- staff don't believe the survey is acted upon
- workload is not perceived as being realistic
- perception of JMT
- staff not having regular 1-1's
- how staff/services could work better together
- how the atmosphere of the working environment could be improved

- 4.3 The group were then tasked to explore the key themes of the survey outside of the meeting with their service teams and consider possible actions which would improve future climate survey results.

- 4.4 A further meeting was then held on 11<sup>th</sup> February, 2013. This enabled each representative to share and discuss the suggested actions from their service area to support organisational improvement. These suggestions have been captured within a staff survey action plan which is attached at Appendix A for Joint HR Committee's information.

##### **Staff Survey Action Plan**

- 4.5 The staff survey action plan has been endorsed by the staff focus group as reflective of their suggestions for improvement. Each suggested improvement has been assigned to a lead officer to take forward with associated timescales.

- 4.6 Joint HR Committee members are asked to note that the future staff survey will be designed by the staff focus group. It is hoped that this will

improve staff engagement and ownership of response. Staff representatives will be able to act as champions of the future survey.

## **5.0 Implications**

### Financial

5.1 There are no financial implications identified with this report.

### Legal

5.2 There are no legal implications associated with this report.

### Strategy

5.3 Continuing to improve staff engagement and organisational climate supports the overall Councils' strategy and plans.

### Customer access

5.4 None to report.

### Risks

5.5 None to report.

### Communications/Public Relations

5.6 This plan has been communicated to all staff and progress against plan will be provided to staff on a quarterly basis.

### East Hampshire/Havant

5.7 To support in improving the organisational climate and staff perception of the Councils'.

## **6.0 Links to other projects**

6.1 Improving staff engagement and staff perception of the Councils' supports the overall delivery of the HR Strategy and People Plan.

## **7.0 Conclusions**

7.1 The adoption of this action plan and the involvement of staff in developing a future staff survey will support in ensuring that there are increased levels of staff engagement and ownership in improvement actions and future staff survey responses.

## **8.0 Recommendations**

- 8.1 For Joint HR Committee to note the content of the report and the attached Staff Focus Group Action Plan for 2013-14.

Background papers used in the production of the report (national/regional/internal reports and research):

Agreed and signed off by:

Executive Head for Governance and Logistics 24.5.13

Legal Services: 24.5.13

Executive Head for Marketing and Development: 24.5.13

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