

Cabinet Lead Reports – Full Council 14 October 2015

Councillor Michael Wilson: Cabinet Lead for Governance, Logistics and HR

Democratic Services

The Democratic Services team has been focusing on the Member Development Plan and reviewed all training sessions to date. Councillor's feedback has proved very beneficial when revising the Development plan and they are urged to continue providing feedback following any training sessions. Additional training slots have been added toward the end of the municipal year in order to meet the training needs of members that have been identified. From reviewing previous training sessions and utilising feedback from members, repeat training sessions have also been run, particularly licensing and Code of Conduct, which were run in-house and received a very positive response. The feedback from the initial sessions allowed officers to alter delivery and content of the events, improving the experience for members and ensuring that Havant takes a proactive approach to meeting member development needs.

The team have begun drafting the corporate training plan for members for 16/17. This will include training on statutory functions for the Council, such as Overview and Scrutiny and Licencing, to occur at the beginning of the municipal year. This has been arranged in order to properly prepare Councillors, both new and established, for their roles on their respective committees. Please make the team aware if you have any development needs you would like addressed and they will factor this into the new plan.

Elections

In Electoral Services we run elections and this year we ran the UK Parliamentary election. Another major part of our work is to run the annual canvass in order to compile a new Electoral Register each year. This year we are running the first canvass under the new system of IER (Individual Electoral Registration). This has been very challenging so far and has resulted in a fall in the number of people registering. We are currently knocking doors to try to encourage people to register.

HR, Learning and Development

The culture change programme of work has continued for the Council to ensure we develop a culture which supports the Council's vision and enables change. Focus groups have been held with staff to understand in more detail the current culture in existence. Work has also been underway to describe the future culture needed so that a series of HR interventions to support culture change can be identified. An overall action plan will be developed and

finalised by January 2016 which will detail the key HR/OD interventions which need to be taken. This will also incorporate feedback from the recent staff survey so we have one integrated OD plan which addresses both these areas.

To support the focus on 'enhancing performance' in the Council, a self development toolkit has been created which provides staff and managers with support to develop their own careers within the Council. This focus on development links with the integrated training and development plan which is available to staff. This offers opportunities for staff, aspiring managers and leaders to develop the skills needed for the future. Current work is focusing on the future skills needed particularly around leadership, commercial thinking and collaborative working. A series of training programmes will be available to support these areas further during Q4 2015-16 and into 16/17.

A huge amount of work has been completed on talent management and succession planning to enable a corporate overview of talent/succession planning to be identified. This information will inform future decisions on how we develop staff in the future to provide the best return on investment to the Council. Work will be underway during the remainder of this quarter and the beginning of the next to identify and develop a robust process which will ensure the effective implementation of talent management across the Council. This will require all managers to hold talent discussions with staff at the start of the new appraisal year, again with a view to enhancing performance in the future.

The Service Manager (HR) is currently leading on a Hampshire wide project to develop and implement a cross council mentoring scheme. This will enable councils from across Hampshire to participate in this scheme. Mentors from all participating councils will be required to undergo mentor training, develop a mentor profile and sign up to a central website which will be available for mentees to access. It is anticipated that this scheme will be available by April 2016 at the latest.

The second phase of the Terms and Conditions Review has now commenced and an interim reward specialist has been appointed to support with the specialist work involved in creating a new package. The output of this project will be an employment package which is modern, innovative and flexible. A focus group has been held with staff who have volunteered to be T&C champions. This focus group has supported with the development of an all staff survey to gain feedback on what staff value in the current package and what elements may be missing. This feedback will be used by the reward specialist in the development of the future employment package.

'The Excellence Awards' has now closed and nominations have been reviewed by a panel consisting of the Leader, Chief Executive and HR. The annual awards ceremony will now be held on 7th December 2015. This is anticipated to be a fantastic celebration of staff achievements throughout the year and will recognise staff who have contributed significantly to the Council or who have achieved a professional/formal qualification.

The annual Leadership conference has been arranged and a fantastic speaker has been sourced who will focus on the leadership challenges facing the Council. This event is being held on 13th November 2015 and is one not to be missed.

Councillor competency frameworks have been considered at Cabinet and are due to be implemented shortly. In addition, work is underway to develop an electronic brochure which will be available on modern gov. This brochure will bring all strands of councillor development into one place e.g., Councillor Development Strategy, Councillor role profiles, competency frameworks and training opportunities.