



**EMPLOYMENT COMMITTEE – 11 JULY 2013**

**STAFF SURVEY 2012 – ACTION PLAN UPDATE**

**REPORT OF THE DIRECTOR OF CORPORATE RESOURCES**

**Purpose of Report**

1. The purpose of this report is to provide Employment Committee with an update on the delivery of the action plan, which addresses the issues raised in the 2012 staff survey.

**Background**

2. On 18 October 2012 Employment Committee considered the results of the 2012 staff survey and agreed an action plan to address the issues raised.
3. On 7 March 2013 Employment Committee considered a report which provided an update on the agreed action plan.

**Update summary**

4. The action plan, (attached as an Appendix) has been updated to detail progress against the agreed actions. Amendments to target completion dates are shown in italics.

**Departmental Action Plans**

5. All departments have agreed and published their action plans.
6. The details of work within departments varies, examples include using feedback to inform service change reviews, during team meeting discussions and to develop Departmental Workforce/Equalities Group tasks.

**Equalities Action Plan**

7. The Workers' Groups have agreed an action plan with allocated leads for each action.
8. Examples of actions taken so far include establishing a Corporate Wellbeing Initiatives Groups, the agreement to create a multi-function welfare room and to provide prayer facilities within the Eastern Annex.

**Flexible Working**

9. Across departments, Department Management Teams and Senior Management Groups have engaged in discussions about the Flexible Working Policy and potential opportunities to review contractual arrangements.

10. A mini-survey will be taking place with staff to review the implementation of the Flexible Working Policy one year since its launch.

### **Stress audits**

11. Health Safety and Wellbeing have undertaken HSE stress audits within teams across departments. At this stage, these have been in response to requests by management, and in many cases with reference to feedback from the staff survey. The audits allow managers to take actions to address the causes of stress in their teams.

12. A planned programme of stress audits across teams will be scheduled.

### **Communications**

13. The “*You Said, We Did...*” campaign was launched in April 2013, to demonstrate the actions taking in response to the staff survey feedback.

14. The campaign has incorporated a monthly poster message, together with more detailed messages through Managers Digest, CIS and departmental newsletters/bulletins.

15. As detailed in action point 21 of the Corporate Action Plan, the Communications Team are reviewing how staff without regular access to a computer receive corporate messages.

### **Recommendations**

That the report be noted and feedback provided, as appropriate, on its contents.

### **Background Papers**

Staff Survey 2012 – Action Plan (Report to Employment Committee on 18 October 2012)

Staff Survey 2012 – Action Plan Update (Report to Employment Committee on 7 March 2013)

### **Circulation under the Local Issues Alert Procedure**

None

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### **Equal Opportunities Implications**

Equalities issues have been addressed within the action plan.

### **Appendix – Staff Survey 2012 Action Plan**