

Employee Engagement Action Plan 2012/13

Action	Lead	Timescale	Status
Corporate Communications			
Undertake a light touch review of internal communication, with a focus on refreshing the monthly core brief. This will involve consulting with staff representatives to ensure that communication methods are fit for purpose, accessible, inclusive and timely.	Lorna Georgiou Communications	December 2012	
Senior Management Engagement (Corporate Management Team & Senior Management Group)			
CMT – improving engagement:			
Review CMT 'open door' sessions.	CMT	August 2012	Completed
Directors to attend occasional team meetings within their Directorates	CMT	Ongoing	
Senior Management (SMG) – improving engagement :			
Review and relaunch the Corporate Behaviours	SMG / Emma Freeman	TBA 2013	
Training and Development			
Annual Review of Training and Development	Helen Farrell Human Resources	July 2012	Completed
Development of an Annual Corporate Training Plan	Helen Farrell Human Resources	July 2012	Completed
Training Audit	Helen Farrell Human Resources	July 2012	Completed

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Reinstate monthly training bulletin email to all staff. Remind staff of training protocols	Helen Farrell Human Resources	October 2012	
Review the use of training page in Team Update and ensure information is timely and relevant	Human Resources	December 2012	
Remind staff and managers of the different avenues for training within the Council through presentations at SMG and Staff Briefing	Human Resources	March 2013	
Review of Pre and Post Training Evaluation Forms	Helen Farrell Human Resources	June 2013	
Launch E-Learning programme	Helen Farrell Human Resources	October 2012	
The Corporate training plan and the provision of training and development to be reviewed as part of Shared Support Services	Human Resources	TBC 2013	
PDRS			
Review the PDR process	Human Resources	November 2011	Completed
Conduct a comprehensive quality review of the Performance Development Review returns	Human Resources	June 2012	Completed
Ongoing PDR training for managers and staff and grandparent signatories	Human Resources	2012/13	Incorporated into the Corporate Training Plan
Refresh PDR form following feedback from Jun/July 2012 PDR round	Human Resources	November 2012	

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Perform annual spot check of a sample of PDR returns for quality and grading	Human Resources	March 2013	
Change Management			
Review recent organisational change projects within the Council and assess lessons learnt	Human Resources	July 2012	Completed
Training for staff and managers about to embark on change programmes	Human Resources	2012/13	
The perception of East Herts as an Employer			
Conduct annual staff survey	Community Engagement/ Human Resources	November 2013	
Shared Support Services: Benchmarking exercise on HR performance indicators including recruitment, retention and pay across district councils	Human Resources	January 2013	
Staff Forum			
Review the options for either a staff forum or project specific staff consultation groups	Jaleh Nahvi Human Resources	June 2013	

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