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	The Communications Team started the internal communication review in January 2013. All staff were sent an email inviting them to complete a satisfaction survey which asked for their opinions on communication at East Herts. The January staff briefings were then used to follow up on topics that had been highlighted from the survey results. A report detailing the findings of the review, and a corresponding action plan, is scheduled for CMT in spring.
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	The behaviours will become part of the "Here to help" programme due to be rolled out in 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

Action	Lead	Timescale	Status
Training Audit	Helen Farrell Human Resources	July 2012	Completed
Reinstate monthly training bulletin email to all staff. Remind staff of training protocols	Helen Farrell Human Resources	October 2012	Completed
Review the use of training page in Team Update and ensure information is timely and relevant	Human Resources	December 2012	Ongoing
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	Completed
The Corporate training plan and the provision of training and development to be reviewed as part of Shared Support Services	Human Resources	TBC 2013	Shared Service is not being taken forward for HR at this point in time but EHC continue to work closely with the local councils to share resources when appropriate.

PDRS

Action	Lead	Timescale	Status
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	Completed
Perform annual spot check of a sample of PDR returns for quality and grading	Human Resources	March 2013	

Change Management

Action	Lead	Timescale	Status
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	Incorporated into the Corporate Training Plan

The perception of East Herts as an Employer

Action	Lead	Timescale	Status
Conduct bi-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	Was put on hold when shared services decision was delayed. Will be revisited as part of shared services with Stevenage for IT, Print and Design in 2013.
Staff Forum			
Review the options for either a staff forum or project specific staff consultation groups	Jaleh Nahvi Human Resources	June 2013	Was delayed pending decision on shared services. Will be reviewed in 2013.