



# MD BRIEFING



April 2018

## Welcome

All being well we've finally put winter behind us and hopefully a mild spring lies ahead. April has also brought the start of our staff briefings which we host jointly with Cllr Seccombe, our first session ran last week and we have further sessions planned later this month and running into the start of May. You can book a place [here](#). Also this month we will be celebrating the understanding achievements of colleagues who are finalists in this year's STAR Awards. Congratulations to all those nominated and we will bring you more about this in May's briefing.



Missed out last briefing? [MD Briefing March 2018](#)

## Transformation - Doing things better

Last week we emailed everyone to provide an overview of the work that is taking place to create a single approach to transformation across the council. It is something we're discussing at the staff briefings too. Just to reiterate our key points again:

- We need to start to look beyond 2020 to ensure we are fit for purpose as an organisation.
- Transformation work is underway and making a real difference and we want this to continue.
- Work is underway to take a single approach to transformation across the council - we are calling this approach Doing Things Better.
- We need to develop a new and different approach to everything we do, at all levels of the organisation - we will do this through developing a new operating model.
- The operating model is being developed with information and data about our current activity, with input from heads of service and their management teams.
- Work to develop the new operating model will be ongoing over the spring and summer.

Your Head of Service and their managers are equipped with more information about the work that has taken place to date and have been asked to share this at future team meetings.

# Appraisal

Last year, we introduced our [six key behaviours](#), which outline our expectations of our employees. The launch of the behaviours gave us a real opportunity to review our performance management processes and paperwork, and refocus our appraisal approach.

As part of this we also shortened the appraisal paperwork, removed the need for six monthly reviews and instead put the focus on having a meaningful, honest and upfront conversation about performance and behaviours, supplemented by regular 1:1s.

We have since further refined the process for 2018 - listening to your feedback, which on the whole was positive about the changes that had been made. Further improvements for this year include the launch of one single form which everyone can use, and increasing opportunities to complete the paperwork ahead of the appraisal.

Please make sure you get your appraisal booked in with your line manager as soon as you can - our appraisal window runs from April - June. The new paperwork can be accessed on the [intranet](#).

## New inspection regime for WFRS

Some of you may be aware that a new inspection regime for fire and rescue services is being introduced this year, in line with the current approach for police.

Our own Fire & Rescue service will be among the first tranche of services to be inspected and we will be hosting Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) during the week beginning 2 July 2018.

The inspection programme will focus on three main themes:

- How effective each service is at preventing, protecting against and responding to fire and other risks;
- Whether the service provides value for money; and
- How well the service looks after its people and ensures fairness and diversity.

This is a great opportunity to demonstrate some of the excellent work being undertaken to help make Warwickshire's communities safer.

Although the formal inspection will not take place until July 2018, the discovery phase of the inspection is now underway. Our teams have been working hard to provide the inspection team with a breadth of data and information on key elements of the Service, such as community fire safety, operational response and our workforce.

We will provide further updates as we near the inspection date. For more information contact [hmicfrsteam@warwickshire.gov.uk](mailto:hmicfrsteam@warwickshire.gov.uk)

# Gender pay gap reporting

You will have seen a lot of media coverage around gender pay gap reporting as the 4 April deadline for organisations to publish their results came and went.

As an organisation we published our data last month which showed that our gap was below both the national and public sector averages.

In broad terms, the gender pay gap is an equality measure that shows the difference in average (mean and median) earnings between women and men.

Warwickshire County Council's gender pay gap results are:-

- There is a 10.6% pay gap between the mean hourly rate of men and women.
- National gender pay gap - 17.4%
- Public sector pay gap - 17.7%
  
- There is a 15.7% pay gap between the median hourly rate of men and women.
- National gender pay gap - 18.4%
- Public sector pay gap - 19.4%

The gender pay gap is the difference in the average hourly wage of all men and women across a workforce. It is not the same as equal pay. Salaries at WCC are determined by the structured job evaluation of each role to ensure equal pay for work of equal value for all employees, irrespective of gender.

Just to give some context around this, 70% of our employees are women, and we have a higher concentration of female employees in lower graded roles.

We will continue to promote the equal treatment of all employees; to ensure that- we employ and promote staff based on competency, as well as to identify other appropriate action that can be taken to reduce the gender pay gap further.

The council's gender pay gap report can be found here: <https://www.warwickshire.gov.uk/equality-policies>

## Countdown to GDPR

We'll be sending you a more detailed communication on this very soon, but just a heads up that you all need to have the initials GDPR on your radar.

If you're not aware the General Data Protection Regulation comes into force in the UK next month, on 25 May. It's the first major change in data protection legislation for 20 years and it will affect the way you work with customer and staff personal data.

It tightens the rules, increases the enforcement and penalties for misuse but ultimately it's about us all taking individual responsibility to keep the personal data we handle - whether customer or staff related - safe and secure. So please do take note of the communication that will be coming your way over the next few days.

# Learning at Work week

Learning at Work week will return next month, from Monday 14 - Friday 18 May, with a crammed itinerary to help you practice a skill, improve your wellbeing or brush up on your knowledge.

In line with the national campaign, we run our own timetable of activity at the same time to shine a spotlight on the importance and benefits of learning and development.

This year, the theme is Networked for Learning, with an emphasis on the exploration of the social, technological and partnership aspects of learning and how we can create value from networks and drive new thinking and ways of developing

The Learning at Work team has handpicked a selection of face to face courses, eLearning and virtual resources which showcase just some of the options available to you.

With classes ranging from mindfulness, social media skills to Tai chi, there's plenty to get stuck into – and if you're looking to get curious about the county, why not explore and try a wellbeing walk?

The timetable has recently launched, so please do take a look at what's available and take some time out to learn something new.

[Learning at Work timetable 2018](#)

## Getting consultation right

Public and community consultation and engagement activity plays a key role in improving and developing the services we provide. It's therefore vital that we take a planned, methodical and thorough approach to the way we consult.

To help teams and services with planning any consultation and engagement activity, our corporate approach - which all our public consultations must follow - has been updated and refreshed.

It is important that before embarking on any consultation you get in touch with the strategic consultation and engagement lead who has organisational oversight of all consultation activities and can advise on best practice engagement.

Having this initial conversation early in the planning stages ensures you have access to advice and clear guidance on corporate requirements and what constitutes good practice.

Easy to use templates and checklists have been created to help colleagues working on consultation and engagement. These are available on the Intranet: [Consultation and Engagement](#)

This work links with our updated Ask Warwickshire website which we mentioned in [March's briefing](#).

[www.warwickshire.gov.uk/ask](http://www.warwickshire.gov.uk/ask) offers a more user friendly experience for anyone wanting to find out about and participate in consultations and engagement activities

If you are planning any consultation or engagement activities or for more information about the new site contact: Lucy Rumble, [lucyrumble@warwickshire.gov.uk](mailto:lucyrumble@warwickshire.gov.uk), (01926) 738838.

## Employee engagement

Since 2015 WCC has taken a structured approach to monitoring our levels of employee engagement and doing what we can to increase our engagement score which currently stands at 70%.

As an employee, feeling engaged is about experiencing a blend of job satisfaction, organisational commitment and involvement.

We are in the process of updating our employee engagement strategy and we will be reviewing this at a future meeting of Corporate Board, but it is worth taking a look back at some of the work that has taken place to ensure we continue to support an engaged workforce.

- Creating a new visual identity for the staff survey, reviewing questions to make sure they are relevant and creating more user friendly resources to help communicate the results and help teams create action plans.
- Pulse surveys ran in 2015 and 2017 (years in between the full survey) to measure progress against actions and gather views on topical issues
- Our staff representative groups rebranded to employee forums and the Fire and Rescue staff engagement network was launched. Our employee forums have played a key role in contributing to the development of our behaviours, updating appraisal and our wellbeing strategy.
- We looked at what makes an engaging manager and embedded this into leadership and management development programme
- Raising awareness of the importance of staff wellbeing and resources available

## Things you might have missed

[Read the latest W4W](#)

[Why your small change makes a big difference](#)

[Staff benefits - April offers](#)