

PEOPLE GROUP EMPLOYEE FORUM

Agenda items

- New Intranet
- People Group Key Issues & GLT Feedback
- Key Behaviours & Appraisal
- Forum membership
- HR Focus Group input
- Staff Suggestion Scheme
- Any Other Business
- Future agenda items

Present:

Gill Campbell
Mike J Wood
Sue Denning
Kevin Dartnell
Wendy Chaplin
Sandra Donnelly
Naomi Hickman
Lesley Fenemore
Sarah Matthews
Sue Denning

Guests:

Paul Inman & Rebecca Francis - E Services Team

Jo Panther - Organisational Development Team

Apologies:

Marie Seaton

Judith Nicholls
Emma Walker
Alison Mann
David Sherwood
Michelle Pitchford
Sinead O'Malley
Lizzie Walsh
Imelda Cooke
Anandjit Boparai
Sam Holzgartner

Minutes and notes:

Notes taken by Naomi Hickman & produced by Gill Campbell, Chair



New Intranet

[Coming soon - a new look Intranet - WCC Intranet](#)

Paul Inman & Rebecca Francis - E Services Team

The new Intranet will be launched late spring/early summer 2017. A pilot was run in 2016 which resulted in useful feedback. The new Intranet is modelled on www.gov.uk which has won awards for its simplicity and ease of use. Availability will be widespread, not just through WCC network e.g. mobile phones, personal PCs, etc.

The top 200 pages currently accessed will be included in the new site. A review of content is being carried out in conjunction with services/owners of current information from April 2017. If you or your teams own or use information which you feel should be available in the new system please complete the attached form if you have not already done so. [viewform](#)

Volunteers are needed for testing the system. If you or your colleagues would be interesting in contributing to this please contact paulinman@warwickshire.gov.uk or rebeccafranis@warwickshire.gov.uk

GLT Feedback

Marie Seaton, Interim Head of Professional Practice and Assurance sent her apologies. Mike Wood, will feedback issues raised at the meeting to GLT on behalf of Marie.

It has been agreed that following every GLT meeting the key messages will be circulated.

I attach the key messages from Thursday 26 January meeting.



GLT Key messages
26.1.17.pdf

Key Behaviours and Appraisals

Jo Panther, Organisational Development Team

Following her attendance at previous Forum meetings Jo joined the group to give an update on the work around the WCC Key Behaviours.

To align the Key Behaviours with, and in response to the results of the Your Say 2016 survey the appraisal paperwork has been updated. Jo shared the draft paperwork which has been developed.

It builds on the previous sections but is simplified and lends itself better to useful conversations rather than emphasis on scoring.

A discussion took place around the practicality of covering performance & development conversations when the case note/work takes a priority because of time limitations.

A single appraisal will be carried out each year, with increased emphasis on the conversations held throughout the year in supervision/one to one's.

The Forum members welcomed the simplified paperwork. They also put forward a case for a fresh approach by suggesting that a change of name from 'Appraisal' would be welcomed. Options were offered and noted by Jo.

It was agreed that Forum members will proactively communicate the new behaviours and appraisal amongst their teams to support with the cascade of information and implementation of the new process

The new form and guidance will be on the google drive and line managers will still be required to upload the completed form to HRMS.

Forum membership

- Nominations & appointments to Forum roles:
The current chair was nominated to continue in the role for 2017.
However if anyone has a keen interest in taking over the role at any time the opportunity is open.
D Sherwood has offered to help with the administration of the Forum.
Thanks to N Hickman for her continued clerical support in respect of the minutes of the meetings.
- Member's responsibilities: an agenda item will be planned for a future meeting to discuss this item.
- The Chair will contact members who have not attended in the last 12 months to ask if they wish to continue as representatives. If they feel that they are no longer able to be a member they will be asked to discuss this with their manager and to identify an alternative representative for the service/area.

HR Focus Group – Feedback

HR focus group: feedback was passed on about how useful staff input was to the work & how the work is being taken forward.

Corporate Staff Suggestion Scheme

The Staff Suggestion Scheme panel is made up of a representative from each Employee Forum.
[People Group, Rachel Franklin]

They contribute to responses to suggestions on broad themes and where the suggestions are Group specific bring them to the Employee Forum for discussion, together with liaising with the manager appropriate to the suggestion.

The Staff Suggestion Scheme panel meets 3-4 times a year; where possible they carry out their work electronically. Suggestions raised and their progress is recorded on a shared google sheet for ease of access.

Please let us have any ideas on how to promote the Staff Suggestion Scheme

[Staff Feedback and Suggestion Scheme - WCC Intranet](#)

Any Other Business

- [Work-life balance article](#)
- Please take time to read about the corporate action plans [Your Say WCC action plan](#) and about [Your Say 2016 & Wellbeing](#)
- The launch of the 2017 STAR awards; we are asking you to think back over the past year to nominate colleagues or teams who have been doing a great job and who are, perhaps, going above and beyond. For details of how you can make your nomination follow link. [NominationsopenforthirdannualSTARawards](#)

Future Agenda Items

- What are your views? [Work is something you do - not somewhere you go](#)



Staff Involvement
Framework People Gr

- Review of PG Staff Involvement Framework



Employee Engageme
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(with reference to the WCC Employee Engagement Strategy

- Role and responsibilities of Employee Forum Members

Forum Meeting Dates

SCHEDULE FOR 2017			
16.3.2017	THUR	10.00-11.30	SB3 1F MR4
27.4.2017	THUR	2.00 – 3:30	SB3 1F MR4
6.6.2017	TUES	10.00-11.30	SB3 1F MR4
20.7.2017	THUR	10.00-11.30	SB3 1F MR4
12.9.2017	TUES	10.00-11.30	SB3 1F MR4
24.10.2017	TUES	10.00-11.30	SB3 1F MR4

For more information on the People Group Employee Forum please contact the 'Forum Chair on **01926 742491** or email gilliancampbell@warwickshire.gov.uk

[People Group Employee Forum - WCC Intranet](#)

Please encourage your colleagues to become members.