

Bolsover District Council

Meeting of the Employment and Personnel Committee on 28th June 2023

**Improving Employee Engagement and
the creation of an Employee Engagement Officer post**

Report of the Portfolio Holder for Resources

Classification	This report is Public
Report By	Peter Wilmot, HR Business Partner.
Contact Officer	Peter Wilmot, HR Business Partner.

PURPOSE/SUMMARY OF REPORT

To seek approval from Council to create and fund a new position of Employee Engagement Officer.

REPORT DETAILS

1. Background

- 1.1 In December 2022, the previous joint HR & OD service created under the Strategic Alliance with North East Derbyshire District Council ended and a newly restructured HR including Payroll service was set up.
- 1.2 Since the above review the Senior Leadership Team received a report from the Assistant Director of Housing Management and Enforcement which provided insight and feedback from employees and managers with regard to the effectiveness of the Council's communication and engagement with its employees. The report was originally developed as part of the Assistant Director's level 7 Senior Leader apprenticeship course. The report is included as appendix 1.
- 1.3 The report also referenced the Local Government Association Peer review in 2019 which highlighted that internal communication was an issue for the Council. Recommendations were made including reviewing communications, improving engagement, to make managers more accessible and removing inconsistencies in how staff are communicated with.

2. Details of Proposal or Information

- 2.1 The report provides insight and feedback into the following areas:
 - a. Leadership and Management

- b. Political Culture
- c. Media and Methods
- d. Two way Communication
- e. Financial Implications
- f. The Benefits
- g. Recommendations and Next Steps

- 2.2 The feedback identified shortfalls in most of the above and a key finding and recommendation of the report is that for the Council to truly invest in engagement with its employees a dedicated officer would need to be employed to drive the required improvements. The Senior Leadership team considered the possibility of the projects and initiatives identified in the report being spread out amongst existing managers and internal services, but came to the conclusion that this was unrealistic and likely to be ineffective in the long term as extra duties over and above the individuals and service area's substantive duties would always be the priority and agreed with the report in that to implement the recommendations contained, a post would need to be created.
- 2.3 Consequently a job description and specification has been developed in consultation with the Assistant Director of Housing Management and Enforcement and the Assistant Director of Leader's Executive. The documents are included as appendix 2 and 3 respectively. The post would need to be job evaluated but it is anticipated that the post would be graded at around Grade 6 (with oncosts £36,258 - £39,344).

3. Reasons for Recommendation

- 3.1 It is considered that the creation of such a post would have a huge impact and add significant value to the Council and its HR and Payroll Function as employee engagement and related communication processes would significantly improve. This will in turn ensure the workforce and managers are engaged with the Council and its leadership.

4 Alternative Options and Reasons for Rejection

- 4.1 The Council elect not to support the creation of the post and the identified shortfalls in processes and engagement are delegated out to existing managers and officers. However it is considered this would limit the effectiveness of the identified measures.

RECOMMENDATION(S)

To agree to the creation of a new permanent, full-time post to be added to the HR and Payroll establishment, funded via the Council's general fund at an estimated cost of up to £39,344 including on-costs.

Approved by Councillor Moesby Portfolio Holder for Resources

IMPLICATIONS:

Finance and Risk: Yes No

Details: The cost for the creation of the post per annum is between £36,258 and £39,344 including on costs and subject to pay award, provided the job evaluation process determines the role to be grade 6.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: There are no legal implication arising from this report.

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details: n/a

Staffing: Yes No

Details: The Council's policies and procedures will be followed for recruitment to this post

On behalf of the Head of Paid Service

DECISION INFORMATION

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	<p>No</p>
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	<p>No</p>
<p>District Wards Significantly Affected</p>	<p>(please state which wards or state All if all wards are affected) n/a</p>
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/></p>	<p>Details: Councillor Clive Moesby, Portfolio Holder for Resources</p>

Links to Council Ambition: Customers, Economy and Environment.

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DOCUMENT INFORMATION

Appendix No	Title
1	Exploring Effective Internal Communication in a Local Authority Report
2	Employee Engagement Officer Job Description
3	Employee Engagement Officer Person Specification

Background Papers

(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).