

Bolsover District Council

Meeting of Council on 11th October 2023

Creation of an Employee Engagement Officer Post

Report of the Portfolio Holder for Resources

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

PURPOSE/SUMMARY OF REPORT

For Council to consider the proposals made and agreed at Employment and Personnel Committee on 28th June 2023 for the establishment of the post of Employee Engagement Officer.

Council's role is to agree the budget implications following full scrutiny of the proposals put to the Employment and Personnel Committee.

REPORT DETAILS

1. Background and details of the proposal

- 1.1 At its meeting held on 28th June 2023, the Employment and Personnel Committee considered a proposal for the creation of a new post of Employee and Engagement Officer on the Council's establishment.
- 1.2 The remit of the Committee is to consider and deal with issues relating to the Council's establishment structure and employees, and to recommend to Council in relation to any growth in the establishment resulting in budgetary increase.
- 1.3 In early 2023 the Senior Leadership Team received a report regarding the effectiveness of the Council's communication and engagement with its employees. There is strong historical evidence that demonstrates that when communication and engagement is effective in an organisation, the retention rate and attendance levels improve as employees feel more valued and engaged with the aims and objectives of their organisation.
- 1.4 The Senior Leadership Team considered the importance of effective communication on the following areas:

a. Leadership and Management

The flow of information from Senior Leadership Team throughout the organisation and the opportunity to receive and give feedback across all tiers of staff.

b. Culture

The need to ensure a culture of sharing information and to being open and receptive to feedback.

c. Media and Methods

Providing additional opportunities for face-to-face communication with employees.

d. Two-way Communication

The importance of two-way communication and to demonstrate to employees that they are being listened to.

e. Impact to the Organisation

Engagement and communication leads to increased productivity, as a more connected and engaged employee is far more likely to feel empowered to work hard for their organisation. The key is to ensure employee engagement is embedded in the organisation's culture. This in turn should lead to improved employee retention and better attendance levels.

- 1.5 The Senior Leadership team considered the possibility of additional staff engagement and communication projects and initiatives being spread out amongst existing managers and internal services but agreed that this would limit the effectiveness of excellent employee engagement. In the long term, these duties are not likely to be prioritised by the officer/manager and always come second place to their substantive and often statutory duties. Therefore, the Senior Leadership Team concluded that to ensure the success of the Council's culture of employee engagement, creation of a designated post would be the most effective way.
- 1.6 In addition, the Council is required to ensure staff receive appropriate and adequate training, keep up to date with ICT improvements and ensure there is a culture of continuous improvement, transformation, and the provision of excellent services to the public. Effective, positive two-way communication is essential within a large organisation in achieving its aims, objectives, and priorities.
- 1.7 A job description and person specification has been developed and was presented to the Employment and Personnel Committee for consideration in June 2023. The post requires job evaluation, but it is anticipated that the post would be graded at around Grade 6 (with oncosts £36,258 - £39,344). The post would be funded from the Council's General Fund budgets.

2. Reasons for Recommendation

- 2.1 The proposal has been fully considered by the Employment and Personnel Committee who agreed the creation of such a post would have a positive impact and add significant value to the Council and its HR and Payroll function.

3 Alternative Options and Reasons for Rejection

- 3.1 The Council could decide not to support the creation of the post, however, it is considered this would limit the effectiveness of the staff engagement work.

RECOMMENDATION(S)

1. That Council approve the growth in salary budgets as set out in paragraph 1.7 of the report as recommended by the Employment and Personnel Committee on 28th June 2023.

Approved by Employment and Personnel Committee on 28th June 2023 and by Councillor Clive 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. This includes oncosts but is subject to the pay award which has not yet been agreed nationally.

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: Yes No

Details: There will be no environmental impact arising from this post.

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>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

<p>District Wards Significantly Affected</p>	None
<p>Consultation: Leader / Deputy Leader <input checked="" 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 type="checkbox"/></p>	<p>Details: Councillor McGregor Deputy Leader and Portfolio Holder for Corporate Governance</p>

<p>Links to Council Ambition: Customers, Economy and Environment.</p>

DOCUMENT INFORMATION	
Appendix No	Title

<p>Background Papers <i>(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).</i></p>
<p>Job Description and Person Specification Employment and Personnel Committee Minutes 28th June 2023</p>