

Shaping the Future

EMPLOYEE ENGAGEMENT 2016/17

Aims for 2016/17

- Raise greater awareness of the financial challenges facing the council
- Provide an opportunity for employees to influence how services will be changed



Activity	General Purpose of Activity	Development Proposals	Date	Actions/Topic
Teamtalks	Stimulate dialogue on strategic issues, priorities and direction Ideally there will be face to	<ul style="list-style-type: none"> • Stop using for general information on corporate issues. • Planned comms on corporate 	3 May (1)	Community Planning Priorities, 6 questions and sign posting. Financial planning next.

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	face communication with staff but this will be supported by online tools via the intranet to enable wide participation	<p>issues to continue via Connect</p> <ul style="list-style-type: none"> • TT to be used to structure a <i>dialogue</i> over time on the future of services in the financial climate. • To be done by posing a series of <i>questions</i> and providing information on which to base discussion. • Supported by <i>online tools/discussion forum</i> via the intranet to enable wide participation. • Managers to summarise feedback on SMI site or other online tool. 	23 May (2)	Council financial information aimed at awareness and explanation of process Suggestion scheme launch
			6 June	Council finances - set of <i>dialogue</i> questions aimed at considering issues and generating responses over next 4 months. Managers to phase as appropriate.
			End August	Progress update, checkpoint, reminder
			Late September	Final reminder. Summary of any feedback to date Employee suggestions feedback Next steps
			December	Next stage proposals and options for financial plan
			February	Decisions reached Next stage of planning/consulting?

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Manager Briefings	Briefing to 3rd tier Managers on forthcoming corporate connect topics.	<ul style="list-style-type: none"> Continue to provide detail on corporate issues to appear in Connect. 	8 & 21/6/16	Briefings on corporate topics now being covered in Connect.
			6 & 13/9/16	Briefings on corporate topics now being covered in Connect.
			8 & 13/12/16	Next stage proposals and options for financial plan
Leadership Forum	A forum where the senior managers of the council come together to develop their shared understanding of the corporate environment and priorities in order that these can be promoted and developed across council services.	<p>No change to purpose.</p> <ul style="list-style-type: none"> Topics to continue to be linked to the overall corporate programme. Link to <i>dialogue</i> from TT – to develop thinking at corporate and strategic level and so that managers are engaged in issues and enabled to encourage and support employee participation. Develop links into service management meetings to take relevant issues and actions forward. 	19/4/16	Community Planning Priorities and 6 questions Council financial planning – information and awareness session
			1/6/16	Prevent? (Integrity group)
			22/9/16	Review of information on Shaping the Future and future scenario planning
			12/1/17	Progress on/discussion/development of specific future options?
(Manager) Listening Meetings	To allow structured discussions to take place based on key corporate initiatives.	<p>No change to purpose.</p> <ul style="list-style-type: none"> Agenda to be set to follow up on: implementation and progress on 	April & May	<p>Progress on corporate items from LsF</p> <ul style="list-style-type: none"> Customer service Organisational change

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		items from LsF agenda and <ul style="list-style-type: none"> • TT <i>dialogue</i> emerging issues • Operational issues/ implications from the above 		(Gateway process/project management)
			September	Progress and feedback on dialogue questions: <ul style="list-style-type: none"> • Community planning priorities • Council financial position awareness • Development of financial options and plans within services Progress on other corporate items from LsF
Employee Conference	to allow alignment with and highlight corporate objectives/future direction, develop showcasing of good practice/achievements derived from other elements of Employee Engagement programme and provide opportunity to engage directly with senior managers.	No change to purpose and continuation of format. <ul style="list-style-type: none"> • Agenda for 2016 to be Shaping the Future – will provide information and engage staff in considerations and ongoing <i>dialogue</i> • Developed to incorporate consideration of employee suggestions 	22/9/16	Shaping the Future agenda per conference plan.
			29/9/16	
			4/10/16	
Employee Suggestion Scheme			23/5/16	Launch
			23/8/16	Ideas submitted
			As	Assessment and distilling of

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(Bright Ideas)			received	ideas
			22/9 to 4/10	Workforce views
			4/10/16	Employee Conference decisions
			30/10/16	Final decisions
Star Awards		As is, plus <ul style="list-style-type: none"> Develop to include certificates/awards for employee suggestions 	Date	Nominations invited
			Date	Assessment of nominations
			29 November	Award ceremony
Service Learning Visits	To allow employees across range of services to engage directly with Senior Managers and give feedback and appropriate actions be taken where possible as a result of this.	Service learning visits to continue in current format. Add new format SLVs to incorporate Shaping the Future roadshows and continue the <i>dialogue</i> . These would be mini-versions of the employee conference led by the Corporate Director (Corporate Services) (or other senior staff) and taken to work teams at their location	Q1 (Apr-June)	Mosstowie PS DLO Contract team West End Primary
			Q2 (July-Sept)	Forres House Lossie High New – Shaping Future team visit?
			Q3 (Oct-Dec)	?? Keith pool Buckie Library New – Shaping Future team visit?
			Q4 (Jan-Mar)	
(Employee) Listening Meetings		Amend to <u>Supervisor</u> Listening meetings. Agenda would follow on from LsF and issues at Manager Listening meetings	End Sept to 14/10	New – dates to be set

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		<p>This is a gap in the EE programme and offers a chance to influence a key group in the communication chain.</p> <p>Already have a number of channels for employees</p>		
Connect	Circulate consistent corporate information - including policies, activities, achievements (work and non work related)	Incorporate planned comms on corporate issues		
Connections (noticeboards)	Making information available to those who do not have intranet access via contacts who update noticeboards including policy info, activities, healthy working lives information.	No change proposed. Will be reflective of current relevant communications and engagement issues as at present.		
Chief Exec Blog		No change proposed. Will be reflective of current relevant communications and engagement issues as at present		