

Paul Hodson **Town Clerk and Chief Executive**

Friday 17 February 2023

Dear Councillor

Could you please note that a meeting of the Personnel Sub-Committee will be held on **Wednesday 22 February at 7.00 PM** when the following business will be transacted:

### **AGENDA**

1. Apologies for Absence
2. Specific Declarations of Interest
3. To approve as an accurate record the Minutes of the Meeting of the Personnel Sub-Committee held on 18 November 2022 (copies previously circulated).
4. Investors In People Update (see page 3)
5. *RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.*
6. Staffing Structure - Report (see page 9)

Yours faithfully



Paul Hodson  
Town Clerk and Chief Executive

*Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.*

To: Members of Personnel Sub-Committee

Councillors Sid Abbott, Lisa Bird, Matthew Brennan, John Gurney, Peter Hollick, Liz Jones and Gloria Martin and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL****PERSONNEL SUB-COMMITTEE****WEDNESDAY 22 FEBRUARY 2023****INVESTORS IN PEOPLE IMPROVEMENT PLAN UPDATE**

**Purpose of Report:** To update members on the actions carried out so far for the Investors in People (IIP) Improvement Plan.

**1. ACTION RECOMMENDED**

- 1.1 That members note and comment on the updated actions for the IIP Improvement Plan.

**2. INTRODUCTION**

- 2.1 The Council has been IIP accredited since 2013 and since this time have improved the original accreditation level to silver, which is a significant achievement for an organisation the size of Dunstable Town Council.
- 2.2 Since this time, IIP have changed both their accreditation scoring and how organisations are assessed. Organisations are now assessed as either Standard (Developed), Established or Advanced.
- 2.3 At the last assessment in March 2022 we achieved Standard (Developed) but were not far off Established (which was silver).
- 2.4 The Council retained its silver (Established) accreditation for a 12-month amnesty period and an Improvement Plan (Appendix 1) was agreed by Members in April 2022 and submitted to IIP.
- 2.5 The IIP re-assessment will take place in May 2023 and therefore we are providing members with an update on delivery of the Implementation Plan.

**3. IMPROVEMENTS**

- 3.1 The table below gives details on how the actions have been implemented:

Improvement Area	Action (s)	Update
1. Leading and Inspiring People	Re-establish quarterly all staff meetings to improve communications	Completed. Meetings are held quarterly. Each quarter consists of two meetings held on different days, times and venues to enable as wide a range of staff to attend. One meeting is also recorded and uploaded to MS Teams so every staff member has an opportunity to view it.

	Create and adopt a new 'Leadership Charter'	In progress; workshop held with the Management Team to establish themes.
	Re-brand and re-promote all values and behaviours internally	Completed. A monthly schedule of posters, emails and MS Team updates is in place.
2. Living the Organisation's Values and Behaviours	Include assessment against core values within the Continuous Performance Review process – amend current forms	Completed. The CPR form has been updated to include assessment against the values and behaviours and is being rolled out in the 2023 appraisals.
3. Empowering and Involving People	Ensure all staff groups that want them, have established their own Whatsapp groups to improve communications	Completed. Managers & Supervisors have set up their own groups where required and appropriate.
4. Managing Performance	Introduce 6-month review process into CPR scheme and amend forms accordingly	Completed. The CPR form has been updated to incorporate this and Managers are aware a 6-month review is needed. The BSM will monitor and ensure it is completed.
5. Recognising and Rewarding High Performance	Adapt staff award scheme to also include performance against Council values – amend nomination form	Completed. Staff can now be nominated in regards to one of the five Values as well as the six Corporate Priorities. Nomination form updated and re-promoted to all staff.
	Ask staff how they would like to be rewarded – include new question on staff questionnaire	Completed. Question was added to the 2022 Staff Questionnaire. Results shared.
6. Structuring Work	Introduce new All Staff Quarterly Newsletter	Completed. A newsletter is produced and sent to all staff monthly.
7. Building Capacity	Introduce new quarterly 'Staff Focus Group' themed with 'what can we do better'	Completed. First focus group has been held. This will be amended to hold two focus groups a year. However each Focus group will meet twice, three months apart. The second meeting will review and report on actions completed following the first session.
8. Delivering Continuous Improvement	Include 'What can we do better' as a standing item on the Management Team Agenda	Completed. This question is asked at every Management and All Staff meeting. All suggestions are collated and investigated.
9. Creating Sustainable Success	Encourage all staff to use social media outlets to promote their own work; before and after shots etc.	Completed. Re-iterated to all staff to use social media where appropriate.

**4. APPENDICES**

- 4.1 Appendix 1 - IIP Improvement Plan 2022

**5. AUTHOR**

- 5.1 Kelley Hallam – Business Support Manager  
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DUNSTABLE TOWN COUNCIL

INVESTORS IN PEOPLE IMPROVEMENT PROGRAMME

MARCH 2022

Improvement Area	Action (s)	Responsible Officer (s)	Timescale	Comments
1. Leading and Inspiring People <i>(Developed)</i>	<ul style="list-style-type: none"> <li>Re-establish quarterly all staff meetings to improve communications</li> <li>Create and adopt a new 'Leadership Charter'</li> <li>Re-brand and re-promote all values and behaviours internally</li> </ul>	<ul style="list-style-type: none"> <li>Town Clerk and Chief Executive</li> <li>Town Clerk and Chief Executive</li> <li>Business Support Manager</li> </ul>	<ul style="list-style-type: none"> <li>From March 2022</li> <li>From September 2022</li> <li>May 2022</li> </ul>	<ul style="list-style-type: none"> <li>Completed – full 12 months of meetings now set-up. Recorded meeting available on Teams</li> </ul>
2. Living the Organisations Values and Behaviours <i>(Developed)</i>	<ul style="list-style-type: none"> <li>Include assessment against core values within the Continuous Performance Review process – amend current forms</li> </ul>	<ul style="list-style-type: none"> <li>Business Support Manager</li> </ul>	<ul style="list-style-type: none"> <li>By Dec 2022</li> </ul>	

Improvement Area	Action (s)	Responsible Officer (s)	Timescale	Comments
3. Empowering and Involving People <i>(Established)</i>	<ul style="list-style-type: none"> <li>Ensure all staff groups that want them, have established their own Whatsapp groups to improve communications</li> </ul>	<ul style="list-style-type: none"> <li>Management Team</li> </ul>	<ul style="list-style-type: none"> <li>From September 2022</li> </ul>	
4. Managing Performance <i>(Developed)</i>	<ul style="list-style-type: none"> <li>Introduce 6 month review process into CPR scheme and amend forms accordingly</li> </ul>	<ul style="list-style-type: none"> <li>Management Team</li> </ul>	<ul style="list-style-type: none"> <li>From April 2022</li> </ul>	
5. Recognising and Rewarding High Performance <i>(Developed)</i>	<ul style="list-style-type: none"> <li>Adapt staff award scheme to also include performance against Council values – amend nomination form</li> <li>Ask staff how they would like to be rewarded – include new question on staff questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>Business Support Manager</li> <li>Business Support Manager</li> </ul>	<ul style="list-style-type: none"> <li>From April 2022</li> <li>2022/23 staff questionnaire</li> </ul>	

Improvement Area	Action (s)	Responsible Officer (s)	Timescale	Comments
6. Structuring Work (Developed)	<ul style="list-style-type: none"> <li>Introduce new All Staff Quartely Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Marketing and Communications Officer</li> </ul>	<ul style="list-style-type: none"> <li>First Edition to go out by June 2022</li> </ul>	
7. Building Capacity (Established)	<ul style="list-style-type: none"> <li>Introduce new quarterly 'Staff Focus Group' themed with '<i>what can we do better</i>'</li> </ul>	<ul style="list-style-type: none"> <li>Head of Community Services</li> </ul>	From September 2022	
8. Delivering Continuous Improvement (Developed)	<ul style="list-style-type: none"> <li>Include 'What can we do better' as a standing item on the Management Team Agenda</li> </ul>	<ul style="list-style-type: none"> <li>Management Team</li> </ul>	<ul style="list-style-type: none"> <li>From March 2022</li> </ul>	<ul style="list-style-type: none"> <li>Completed. Item now included on agenda</li> </ul>
9. Creating Sustainable Success (Established)	<ul style="list-style-type: none"> <li>Encourage all staff to use social media outlets to promote their own work; before and after shots etc.</li> </ul>	<ul style="list-style-type: none"> <li>Management Team</li> </ul>	<ul style="list-style-type: none"> <li>From April 2022</li> </ul>	