

## SUMMARY OF ACTION PLANS

## APPENDIX 'A'

- i) Staffing structures to be revisited consequent upon outcomes of the joint working initiative, legislative requirements and revised policy targets
- ii) To achieve Government's continuing efficiency savings.
- iii) The Chief Executive Officer to bring forward a comprehensive report with an evaluation of the various opportunities for joint working, together with specific recommendations.
- iv) To undertake a staff survey in the current Municipal Year in order to identify effects on the organisation following the move to the new offices.
- v) Councillors Davis and Mrs Gillham to confer and advise the Personnel Manager of a list of Best Council initiatives which they would like Runnymede to pursue.
- vi) To enter Runnymede for the 2008 Best Councils Award competition.
- vii) To achieve level 3 of the Equalities Standard within the next 12 months.
- viii) Following the pilot exercise and evaluation, to bring forward appropriate recommendations for the appraisal scheme during the summer of 2008.
- ix) The Chief Executive Officer, in consultation with the Group Leaders, will prepare a methodology for identifying and delivering a training and development plan for Elected Members and to review the level of financial investment in Member training and development in Runnymede.
- x) To continue to promote further management training in the authority, utilising, where appropriate, the resources of the STOG joint training initiatives.
- xi) To bring forward specific recommendations for required competencies following the pilot exercise for reviewing the appraisal process.
- xii) To place a greater emphasis on identifying skills gaps as part of an outcome from the current review of the appraisal process.
- xiii) The requirement that all managers involved in selection interviews are fully trained be extended to those Elected Members who could potentially be involved in senior appointments.
- xiv) Appropriate Directors be charged with addressing issues of unacceptably high staff turnover in areas within their control.
- xv) Officers to undertake a detailed evaluation of the arrangements for engaging agency temporary staff and bring forward appropriate recommendations.
- xvi) The Personnel Manager in consultation with UNISON and the Safety Advisor to bring forward further recommendations on absence management based on best practice.
- xvii) The facility to carry forward unused annual leave to the next leave year be increased from a maximum of three days to a new maximum of five days.
- xviii) To keep the Pay Policy under review to ensure it continues to meet the authority's needs.

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- xix)** To keep the authority's salaries under review to ensure that they remain in line with the authority's pay policy.
- xx)** Revised arrangements for Performance Related Pay to be piloted with recommendations to be brought forward in time for the 2008 appraisal programme.
- xxi)** A further Equal Pay Audit be commissioned in 2009/10 to ensure that the authority's remuneration packages remain fair and free from any discriminatory elements.

ABSENCE PROCEDURE

Decisions of Corporate Management Committee	Implementation details agreed by UNISON and Directors
<p>Staff with family commitments are to be fully supported and to be allowed to take additional flexileave or to be granted annual leave at short notice in order to deal with issues such as the illness of a family member.</p>	<p>The additional flexibility will be added to the flexitime rules.                      All staff (not just those with family commitments) may take Flexileave in hours up to an equivalent of one day per month.                      Where the granting of additional flexileave results in an excess deficit balance at the end of the month, the individual will be allowed to reduce the deficit in the subsequent month.                      The taking of normal flexileave is subject to the individual having a credit balance at the time (of one minute or more).                      The granting of annual leave at short notice will be added to the annual leave rules and compassionate leave provisions.                      The current requirement to use annual leave in compassionate leave situations is potentially inequitable, depending on when the incident occurs during the annual leave year. To recommend in next P&amp;WP to remove this reference from policy.</p>
<p>In order to identify trends or underlying themes, the reasons for sickness absence are to be recorded</p>	<p>An upgraded Personnel computer system is being installed. This will enable managers to directly input details of sickness absence of their staff thus providing an increased level of confidentiality.                      This information will be invaluable in identifying and analysing trends.                      A coded schedule of reasons is to be agreed with UNISON.                      The statistical information gathered will be used for the purposes of analysis and to comply with the HSE Management Standards for Stress.</p>
<p>Unless inappropriate, staff incurring three or more instances of sickness absence in a six month period will be routinely referred to the Occupational Health Advisor</p>	<p>UNISON's input to these discussions has been much appreciated and it is hoped that shortly joint recommendations on a way forward can be presented to Directors and Members.                      Discretion in referrals to Occupational Health remains a feature of the policy. However, it is recognised that the change of emphasis will potentially result in an increase in the number of referrals to OH.                      Hopefully, such referrals will identify underlying causes of absences and their advice will lead to improved health and attendance.                      On any day where in excess of 50% of contracted hours have been worked, no sickness absence will be recorded for that day.                      Full proposals will be brought forward in due course together with any recommendations concerning the situation of staff who are clearly unwell and who come into work and potentially infect colleagues.</p>
<p>Return to work discussions for periods of absence exceeding five days will be undertaken by Divisional Heads of Department</p>	<p>Return to work discussions held by Divisional Heads will follow the same format as the standard Manager discussions.                      For the purpose of this exercise 'Divisional Heads' will be defined as senior managers who report direct to a Director or CEO and who are responsible for a defined function or service area.                      Currently these are:                      Head of Valuation Committees and Law                      Head of Leisure Services                      Asst Dir of Finance (A/Cs &amp; Payments)                      Chief Internal Auditor                      Asst Dir of Finance (Revenues)                      Head of Housing Needs &amp; Private Sector Housing                      Head of Tenant Services                      Head of Community Services                      Head of Planning                      Head of Engineering                      Technical Services Administrative Manager                      Community Safety Manager                      Head of Environmental Protection                      Direct Services Organisation Manager                      Personnel Manager                      Information Systems Manager</p>