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To: Personnel Committee

Date: 17 September 2012

Subject: Terms & Conditions Review – Reward Survey

Classification: **Unrestricted**

SUMMARY:

In light of the requirement to make savings from terms and conditions of employment from April 2013, a countywide staff survey is currently being conducted to gauge staff views on the various elements of the Total Reward Package. This will enable an informed decision to be made about future short and long term changes to terms and conditions and the wider employment package.

1. BACKGROUND

- 1.1 On 16 May 2012, Personnel Committee endorsed the approach to the terms and conditions review via staff surveys, focus groups and internal communication mechanisms. The Reward Survey is the main staff consultation mechanism to enable KCC to gauge which aspects of the Total Reward package are most valued by staff.
- 1.2 The Survey asks staff to rate aspects of the wider reward package, including Pay, Pensions and Retirement, Allowances, Benefits, Work Environment, and Learning and Development. Results will then be collated to enable a holistic view to be taken about any future changes to the package.
- 1.3 The overall intention of the Reward Survey is to inform the delivery of savings and influence the longer-term design of the wider Employment Package.
- 1.4 An Equalities Impact Assessment was completed prior to the Reward Survey going live, and no adverse issues were identified.
- 1.5 Trade Unions have been involved with the Reward Survey, as part of the consultation process and they will help in defining the wider employment package.

2. SURVEY ACCESS, COMMUNICATION AND RESPONSES

- 2.1 The Reward Survey went live on KNet on Friday 27 July and will remain open until at least Friday 28 September. It is available to all Kent Scheme staff, including non-teaching staff within schools and those on Soulbury terms and conditions.
- 2.2 The Reward Survey can be accessed via a link on KNet and also on Kent.gov.uk via the following link:
<https://www.kent.gov.uk/af3/an/default.aspx/RenderForm/?F.Name=JV6nN5nXacz> for those staff without access to KNet. Staff without electronic access can complete the Survey by telephone via the Contact Centre. Letters have been sent to 1175 non-schools staff who do not have KNet access, informing them of the survey and the link.
- 2.3 Letters will be sent to 13,360 non-teaching staff via the schools courier system, informing them of the survey and the link, along with covering letters to Head Teachers. These letters will be delivered in the first week of September, at the start of the new school term.
- 2.4 A separate e-mail will be sent to Head Teachers to ask for their views on Kent Scheme terms and conditions, prior to the start of the new school term in September.
- 2.5 As of 17 August, approximately 1,500 staff had responded to the survey, representing around 15% of the total Kent Scheme population. Schools responses are unlikely to filter through until September.
- 2.6 HR Business Partners have been asked to prompt their DMT managers to remind staff about the Survey. Also, Staff Groups have been contacted and asked to remind their members about the Survey. Once we have received more responses, it will be possible to gauge whether there is a need for focus groups to discuss any particular issues which arise.
- 2.7 The Reward Survey has been the top story on KNet. Reference to the survey and a direct link will continue to appear on KNet until the end of September. A link to the survey will also be placed on the KNet Noticeboard. Staff will receive regular reminders to complete the survey via KNet, increasing towards the closing date.
- 2.8 An article and link to the Reward Survey has been placed on Kent Trust Web and will also appear in the Schools e-bulletin in September.
- 2.9 An All Points Bulletin has been sent out to increase awareness. Also, a link to the survey is available on the Kent Rewards website and a 'Yam Jam' discussion is currently being planned to be led by Roger Gough and Amanda Beer.

- 2.10 Proposed changes, informed by the results of the survey are to be brought to November Personnel Committee for approval.

3. TIMESCALES

- 3.1 Staff consultation runs from the end of July to the end of September with consideration of proposed changes during October. The implementation of any immediate changes will take place during the next financial year with subsequent longer-term changes to be effective from April 2014 and beyond.

4. CONCLUSION

- 4.1 This is the most comprehensive Reward Survey to have taken place and there has been considerable investment in its design to ensure maximum effectiveness. Staff have been given a range of options to encourage their contribution to the future design of the Total Reward Package through their completion of the Survey. Consequently, the outcomes of the survey can be used as a precursor to consultation about any subsequent proposed changes.

5. RECOMMENDATION

- 5.1 Personnel Committee is invited to note progress and that proposals will be presented to the November meeting.

Colin Miller
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