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To: Policy & Resources Cabinet Committee

Date: 27 September 2012

Subject: Terms & Conditions Review – Reward Survey

Classification: **Unrestricted**

SUMMARY:

This paper outlines to Policy & Resources Cabinet Committee the approach taken to seek employee views about the various elements within their employment package. A countywide staff survey is currently being conducted and is taking place in advance of the requirement to make savings of £500k from terms and conditions from April 2013. The results of the survey will enable the Council to make informed choices about future short and long term changes to terms and conditions and the wider employment package.

1. BACKGROUND

- 1.1 Personnel Committee on 16 May 2012 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, 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 to 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 be included in helping to define 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. A copy of the questionnaire is attached at Appendix 1. 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. Also, 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 12 September, over 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. Regular reminders for staff to complete the survey will appear on 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 for the beginning of September to be led by Roger Gough and Amanda Beer.

- 2.10 An update was provided to Personnel Committee on 17 September 2012. Proposed changes, informed by the results of the survey are to be brought to Personnel Committee for approval on 29 November 2012.
- 2.11 Policy and Resources Cabinet Committee are invited to comment on the Reward Survey approach.
- 2.12 As the survey is currently being undertaken, a verbal update will be made to the Committee indicating the response level and any significant preferences which can be identified prior to the final closure of the survey period.

3. TIMESCALES

- 3.1 Staff consultation runs from the end of July to the end of September with consideration of proposed changes during October. Any immediate changes to take place will be implemented during the next financial year with subsequent longer-term changes being 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 Policy & Resources Cabinet Committee considers the approach and members of the Committee are invited to contribute to the consultation process.

Background documents

None

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