

## QUESTIONS FROM ELECTED MEMBERS UNDER PROCEDURE RULE 10

5-16 TO COUNCILLOR SHARIF, COMMISSIONER FOR DIGITAL TRANSFORMATION AND CUSTOMER CARE FROM COUNCILLOR STRUTTON (RECEIVED 23.01.17)

“Will all procedures required by management, HR department and our Legal Team needed as legally required as per Employment Law and The European Human Rights act be issued and held within each management team for future reference with regards all forms of investigation and disciplinary actions taken also be issued to all Department Heads and made available to all staff members on request?”

### Reply

All our policies and procedures are available on our internal staff intranet and any changes or new policies are communicated to staff through our internal communication channels. This ensures that management teams are working from the most up to date version of our policies and procedures. This includes our disciplinary policy and procedures

6-16 TO COUNCILLOR SHARIF, COMMISSIONER FOR DIGITAL TRANSFORMATION AND CUSTOMER CARE FROM COUNCILLOR WRIGHT (RECEIVED 23.01.17)

“What procedures will be introduced to insure all employees employment reviews will be monitored to insure these have been done correctly on-time?”

### Reply

The appraisal process will be commencing shortly. Senior managers have been advised through the Senior Leadership Team meeting and an email to all second and third managers about the process and timing. Within this email managers have been reminded of the importance of undertaking regular reviews with their team members.

The appraisal process will be monitored by the OD/ HR service to ensure compliance within service areas. This information will be presented at Senior Management Team Meetings and Corporate Management Team Meetings. These teams will be responsible for ensuring non compliance is followed up.

7-16 TO COUNCILLOR SHARIF, COMMISSIONER FOR DIGITAL TRANSFORMATION AND CUSTOMER CARE FROM COUNCILLOR STRUTTON (RECEIVED 06.02.17)

“Given the answer given to my question (5-16) could Cllr Sharif explain why the failings that have recently occurred which surely highlights an obvious need for a revised training and advice sessions to be organised. Can he give details of when these are scheduled to occur?”

### Reply

Value Adding Appraisals training sessions were delivered in April to support managers and supervisors to carry out effective appraisals so their team members know how their performance contributes to the council’s vision and values. From evaluation to date, they have been received well.