



## OVERVIEW & SCRUTINY TOPIC PROPOSAL

This form can be used for either a Task Group or a Short Sharp Review topic proposal.

Completed forms should be returned to [scrutiny@bromsgrove.gov.uk](mailto:scrutiny@bromsgrove.gov.uk) – Democratic Services, Bromsgrove District Council.

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Date: 21 <sup>st</sup> September 2016	

<b>Title of Proposed Topic</b> (including specific subject areas to be investigate)	Scrutiny into the Bromsgrove District and Redditch Borough Council 2016 staff survey. <ul style="list-style-type: none"><li>• Scrutiny of the survey results (Qualitative and Quantitative) and the underlying issues identified.</li><li>• Scrutiny of the survey process and quality of survey</li><li>• Investigations into the low response rate and implications</li><li>• Investigation in to model surveys</li><li>• Consider the criteria of the previous survey and lesson learned for future surveys.</li><li>• The work of the Programme Board which is to be chaired by the Chief Executive.</li><li>• The work to be carried out in respect of the three corporate work streams which have been established and headed up by key officers.</li></ul>
<b>Background to the Proposal</b> (Including reasons why this topic should be investigated and evidence to support the need for the investigation.)	Following a presentation of the 2016 Staff survey to the Overview and Scrutiny Board (19 <sup>th</sup> September 2016) concerns were raised in respect of the low response rate, the implications and possible reasons for such a disappointing outcome.  As this was a shared survey and the majority of services are shared with Redditch Borough Council it was suggested that it would be an ideal opportunity

	to carry out a piece of joint working with the RBC Overview & Scrutiny Committee, as the findings of the review could have implications for both Councils.			
<p><b>Links to national, regional and local priorities</b></p> <p>(including the Council's strategic purposes)</p>	<p>The importance of conducting robust and regular staff surveys is to demonstrate that the organisation values the voice of its employees, at every level and is responsive to any changes that the results may highlight.</p> <p>Therefore the links are directly related to efficiency of the organisation, staff moral and effective service delivery.</p> <p>In order to achieve the Councils' strategic purposes we need to ensure that staff are motivated and operating in the appropriate culture to meet these objectives.</p>			
<p><b>Possible Key Objectives</b></p> <p>(these should be SMART – specific, measurable, achievable, relevant and timely)</p>	<ul style="list-style-type: none"> <li>• Consider how to increase the response rates in future.</li> <li>• Consider the merits of the questions both in terms of desired outputs and number of questions.</li> <li>• Establish reason for the low response rates</li> <li>• Bench mark survey with other similar organisations and marque organisations</li> <li>• To make Recommendations to the Bromsgrove Overview and Scrutiny Board and Redditch Overview and Scrutiny Committee.</li> </ul>			
Anticipated Timescale for completion of the work.	November 2016 – February 2017			
Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box)	<u><b>Task Group</b></u>	yes	Short Sharp Inquiry	

**OFFICE USE ONLY - TO BE COMPLETED WHEN THE TOPIC PROPOSAL IS ACCEPTED**

<b>Evidence</b>	
Key documents, data, reports	
Possible Site Visits	
Is a general press release required asking for general comments/suggestions from the public?	
Is a period of public consultation required?	
<b>Witnesses</b>	
Officers	
Councillors (including Portfolio Holder)	
Any External Witnesses	

## **Potential Joint Working Arrangements**

**Membership:** To be chaired by a Member of the Overview and Scrutiny function from the Council that proposed the topic.

Appoint a Vice Chairman (from the other Council).

6 Members made up of three from each Council. Each Member should be a Member of the Overview and Scrutiny Board/ Committee on this occasion.

A Quorum of three be in place with at least one Member from each Council present.

**Venue:** alternate between each Council.

1. Verbal updates be given to the respective Overview and Scrutiny functions by the lead member with the final report being considered by both prior to it being considered at Cabinet / Executive.
2. Consultation with Portfolio Holders – both relevant Portfolio Holders should be invited to attend if considered appropriate.
3. The meetings will be private informal meetings as standard practice at both venues.