

Report for: Staffing & Remuneration Committee

Title: My Conversation Map Update

Report

authorised by: Richard Grice Assistant Director for Transformation and Resources

Lead Officer: Daksha Desai, Head of Workforce Programme

Ward(s) affected: none

**Report for Key/
Non Key Decision:**

1. Describe the issue under consideration

The Staffing and Remuneration Committee received an outline of the 'My Conversation Map' proposal in September 2015. This is the process that captures the position of employees in terms of their achievement of objectives and their behaviours. The Map was formally launched this year and the first data collection exercise has now been completed. This report provides a summary of the initial findings from that exercise.

A presentation will be used (see appendix 1) to illustrate the findings from the data analysis at the committee meeting.

2. Cabinet Member Introduction

Not applicable

3. Recommendations

To note the contents of this report.

4. Reason for decision

Not applicable

5. Alternative options considered

Not applicable

6. Background

6.1. Most organisations have some type of performance appraisal system which helps the organisation to manage the performance and development of its staff. With the right preparation, an appraisal can have a positive impact on an employees levels of engagement and productivity.

6.2. In April 2015 the Council introduced 'My Conversation', a new approach to performance appraisals which moves away from a traditional twice yearly review of performance to a series of continuous conversations, where a review of

performance and behaviours are discussed as often as required. This is an innovative approach for which we are in the vanguard and is a model that is increasingly of interest to experts and other local authorities in the field.

- 6.3. This year in April 2016, we introduced the 'My Conversation Map' (see figure 1 below) which will be used by managers to plot individual performance based on achievement of objectives and values and behaviours exhibited. The data collected from the My Conversation Map will inform our workforce planning agenda at both local and corporate level and will help target our approach to succession planning, talent management and learning and development. The map data will also be used to inform Senior Managers contribution based pay.

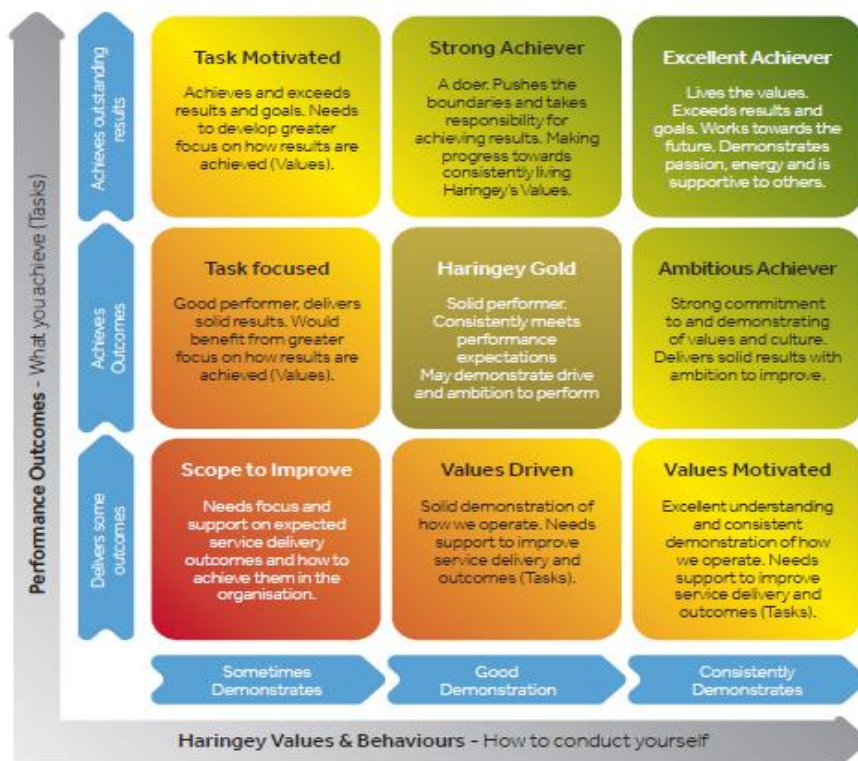


Figure 1: illustration of My Conversation Map

- 6.4. To support the new system a number of training tools were provided; including a detailed guide, produced with input from occupational psychologists, an animated video, an online managers community and specific training sessions for managers and staff. 800 people attended either a staff or manager training session between April to July 2016.
- 6.5. The data from the My Conversation Map meetings between the manager and employee was collected during the summer months and early analysis has been presented to a number of Senior Managers and Trade Union forums. The data presented in this report excludes the senior manager population data as this is being collected and reviewed separately.

7. Contribution to strategic outcomes

7.1. My Conversation Map is an essential management tool to help us identify and manage all levels of performance from excellence to scope for improvement. This new system is part of the Council's Workforce Plan which supports delivery of the Corporate Plan.

8. Statutory Officers' comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities

8.1. There are no direct financial implications arising from this report.