

'EMPLOYEE INDUCTION AND RETENTION' REVIEW

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REASON FOR ITEM

The Committee has considered evidence and information with regards to the review on 'Employee Induction and Retention', and this information is now contained in a draft report.

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to:

- 1. Comment on and consider the draft review on Employee Induction and Retention.**
- 2. Delegate authority for the drafting of the Committee's final report to the Clerk and Workforce and Organisational Development Manager, under consultation with the Chairman.**

BACKGROUND

1. At the meeting of the Committee held on 15 June 2017, approval was given to the Committee's next review topic on 'Employee Induction and Retention' within the Council.
2. At the following meetings held on 25 July, 21 September and 7 November 2017, the Committee considered evidence from the Council's Workforce and Organisational Development Manager and a new employee who had recently experienced the staff induction process, and held discussions on ways to improve induction and retention within the Council.
3. This evidence, and the suggestions and discussions at these meetings, have been used to shape the review, and the information is included in a draft report which is to be considered by the Committee, and any comments made.
4. At the previous meeting, it was suggested that the review could touch upon Member Development, and allow Councillors access to the staff induction processes. The Democratic Services Manager noted that Member induction is considered separate to employee induction within the Council. However, Democratic Services will compare and contrast the two induction processes as part of the update for the 'Councillor Induction' in 2018 and include any relevant information in the Member induction if necessary.
5. A copy of the draft report is attached as Appendix A to the item.