

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE

3rd November 2020

**Report of the Unitary Vision and Culture Task and Finish Group
Councillor Ian McCord (Chair) and Martin Cox (Lead Officer)**

Report Title	Work Programme of the 'Unitary Vision and Culture Task and Finish Group'
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1. Purpose

To provide the Overview and Scrutiny Committee with the following information;

- An introduction to the work and remit of the Task and Finish Group
- A summary of the work completed to date by the Task and Finish Group
- An outline of the planned work programme between November 2020 and March 2021

2. Recommendations

- 2.1 It is recommended that the Shadow Overview and Scrutiny Committee agree to the work programme outlined in the table below for the period between November 2020 and March 2021.

3. Issues and Choices

3.1 Report Background

- 3.1.1 This report has been compiled by the Task and Finish Group to ensure there is full agreement of the Shadow Overview and Scrutiny Committee of the work programme to identify and gather opinions of key stakeholder groups as to what the Vision and Culture of West Northamptonshire Council should include.

The work carried out so far and planned for this programme is to ensure that the Task and Finish Group's sought outcome of, developing new blue prints

for overarching vision statement and a set of harmonised values and behaviours, is achieved.

Vision and Culture including values and behaviours are an integral part of the TUPE induction/on-boarding process wherein these are understood by employees

The proposed forthcoming work programme for November 2020 to March 2021 builds upon the work the Task and Finish Group has completed between June 2020 and October 2020. This has been as follows for the past 4 months;

- reviewing existing councils' vision and values,
- mapping out key requirements and outcome,
- drafting potential Vision statements, and
- identifying key questions for focus groups and agreeing approach.

The forthcoming work programme is as follows;

Key dates	Activity
November 2020	Explore ideas and gain feedback on Vision statement, core values and behaviours for new authority by holding 10 focus groups with a diverse cross section of stakeholders including; <ul style="list-style-type: none"> • Partners • Employees • Service Users Residents, Businesses, Schools, Childrens and Young People Panel • Members
December 2020	Collate and summarise themes and ideas from Focus Groups feedback/answers to questions and share with Culture Task and Finish Group Feedback themes summarised and anonymised for public view
January/February 2021	Agree and communicate vision statement, core values and behaviours for new authority. Agree next steps to embed Vision and Culture for existing and prospective employees in coming months.
March 2021	Review of Vision and Culture communication and engagement plan

4. Implications (Including financial implications)

4.1 Financial

- 4.1.1 None – facilitation of focus groups will be delivered via internal employees experienced and professionally trained in this area of work

4.2 Resources and Risk

- 4.2.1 Members of Task and Finish Group will provide a 5 to 10-minute introduction to each of the focus groups so as to set the context and reinforce the importance of gathering opinions and feedback
- 4.2.2 Will be delivered remotely via Zoom so as to adhere to Rule of Six guidance.
- 4.2.3 Facilitation of focus groups and compilation of outputs will be resourced internally by experienced employees

4.3 Legal

- 4.3.1 No personal details such as email addresses of focus group participants who are members of the public will be shared so as to adhere to GDPR regulations.
- 4.3.2 Feedback and opinions will be anonymised in the report summarising the focus group outputs, themes and suggestions.

4.4 Equality and Health

- 4.4.1 There will be a diverse selection of participants for the focus groups to ensure representation of all the stakeholder groups identified.

5. Background Papers

- 5.1 None