

AGILE WORKING

Date of Commencement: 09/10/2020

Good News

- Report has been to P&R Scrutiny and has Cabinet approval. Priority actions have been identified which need addressing prior to an update to P&R in January.
- Briefing paper gone to CMT, defining categories of agile working upon which to complete subsequent workforce and equipment analyses.

Work stream	Status	Lead	Progress Update
Define our approach to <i>agile working</i>	2	Emma Strathdee	Job Categorisation and resources report completed – went to CMT 26th Nov – categories agreed in principle. Job Categorisation data sets being compiled ready for circulation to HOS for completion.
Resource / Infrastructure assessment	2	Gwyn Williams	GW has forwarded report – sense check required before further analysis – team to be assembled
Policy and procedure review	2	Lynne Donovan	LD has commenced policy review – policies needing change identified – team being assembled
Property portfolio and economic impact assessment	2	Ryan Thomas	An assessment of the economic impact and the potential opportunities of asset disposal will be carried out on completion of the planning policy appraisals – which are underway.
Community impact and future engagement	2	Joanne Jones	An impact assessment is underway – looking at research currently being undertaken as part of the Walk-in Services and Remote Access Service Reviews, as well as ongoing analysis of the economic impact on communities and potential use of multi-agency hubs.

UPCOMING GOVERNANCE: P&R Scrutiny: 21/01/2021 (Update Report)

STAGE 1: INITIATION	STAGE 2: DATA COLLECTION	STAGE 3: CONSULTATION	STAGE 4: PROJECT PLANNING	STAGE 5: CLOSURE HANDOVER
COMPLETED	31/05/2021	31/07/2021	30/09/2021	30/11/2021

Dependencies

- CR (Workforce Development): Workstream - Management Training which includes Managing Remote/Hybrid Teams.

Risks

- Collating sufficient/accurate data upon which to base decisions
- Resource capability – personnel, budget and time
- Union engagement – collaborative working is essential
- Establishing a revised flexible working system model of delivery
- Determining appropriate models of agile working to meet service needs
- Support and agreement from all stakeholders

PROJECT OBJECTIVES	Work stream	Outcomes	Review Stage	R (Responsible)	A (Accountable)	C (Consulted)	I (Informed)
	Define our approach to <i>agile working</i>	<ul style="list-style-type: none"> Establish eligible/suitable roles and number of employees. Undertake case study exercise to test application in the workplace and impact for service delivery and staff. Undertake a wider employee survey (post Covid-19) to test views on long term agile working. Undertake a workforce EIA. Produce final report to P&R. 	Stage 2: Data Collection	Lead: Emma Strathdee Team: Neil Cooksley	Marcus Lloyd	CMT/LT/MN HR Unions IT Communications Equality Team Staff	CMT/LT P&R Scrutiny Staff Wider Scrutiny Committees
	Resource / Infrastructure assessment	<ul style="list-style-type: none"> Analyse the costs for implementation to include IT equipment, furniture, software application licences, telephony and installation/IT costs. 	Stage2: Data Collection	Lead: Gwyn Williams	Marcus Lloyd	IT/Procurement HR H&S	CMT/LT P&R Scrutiny Unions Wider Scrutiny Committees
	Policy and procedure review	<ul style="list-style-type: none"> Identify all policies impacted by agile working. Review each policy to assess whether it is fit for purpose to support sustainable agile working and identify any necessary changes prior to implementation. Review and evaluate the application of the flexible working system and how this will operate to support agile working across the organisation. 	Stage 2: Data Collection	Lead: Lynne Donovan Team: Neil Cooksley	Marcus Lloyd	Unions CMT/LT/MN Focus Groups	CMT/LT P&R Scrutiny Unions Staff? Wider Scrutiny Committees
	Property portfolio and economic impact assessment	<ul style="list-style-type: none"> Assess the scope for asset rationalisation if sustainable agile working is adopted. Examine the potential economic impact on the local community. 	Stage2: Data Collection	Lead: Ryan Thomas	Marcus Lloyd	Community Local Businesses Property	CMT/LT P&R Scrutiny Unions Wider Scrutiny Committees
	Community impact and future engagement	<ul style="list-style-type: none"> Assess the impact of agile working on service delivery and analyse the impact for the community. Examine whether agile working will change how we engage with our community and if so, what could this could mean for residents. Undertake a community EIA. Review the data security elements with this alternate method of working and community engagement. 	Stage2: Data Collection	Lead: Joanne Jones Team: Kath Peters	Marcus Lloyd	Community Customer Services LT/MN Equality Team IT Community Regeneration	CMT/LT P&R Scrutiny Unions Wider Scrutiny Committees