Appendix 1
Agile Working
DATE: 09/10/2020

- Unions are fully engaged and have support for agile working in principle; provided further data analysis, consultation and staff engagement is completed which provides answers to several outstanding queries.
- 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.

Work stream	Status	Lead	Progress Update
Define the *agile working* offer	🟩	Emma Strathdee	Preliminary investigatory work has been undertaken in iTrent to inform post suitability exercise
Resource / Infrastructure assessment	🟩	Gwyn Williams	LL has confirmed that IT have resource data that can be cross referenced against suitable posts data.
Policy and procedure review	🟨	Lynne Donovan	LD has commenced policy review and identified those that will require updating as part of service review.
Property portfolio and economic impact assessment	🟨	Ryan Thomas	RT to contact MW in Property to review property portfolio.
Community impact and future engagement	🟨	Joanne Jones	JJ to commence interaction with other key service areas such as Community Regeneration and Customer Services to ascertain levels of data held relating to review.

UPCOMING GOVERNANCE: Scrutiny/Date   PDM/Date   Full Council/Date

STAGE 1: INITIATION	STAGE 2: DATA COLLECTION	STAGE 3: CONSULTATION	STAGE 4: PROJECT PLANNING	STAGE 5: CLOSURE HANDOVER
30/10/2020	31/12/2020	31/01/2021	15/03/2021	31/03/2021

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

Work stream	Outcomes	Service review stage	R (Responsible)	A (Accountable)	C (Consulted)	I (Informed)
Define the *agile working* offer	• 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 1: Initiation	Emma Strathdee (Lead) Neil Cooksley (Support) Kath Peters (Support)	Marcus Lloyd	CMT/LT/MN HR Unions IT Communications Equality Team Staff	CMT/LT P&R Scrutiny Unions Staff Wider Scrutiny Committees
Resource / Infrastructure assessment	• Analyse the costs for implementation to include IT equipment, furniture, software application licences, telephony and installation/IT costs.	Stage 1: Initiation	Gwyn Williams (Lead)	Marcus Lloyd	IT/Procurement HR H&S	CMT/LT P&R Scrutiny Unions Wider Scrutiny Committees
Policy and procedure review	• 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 1: Initiation	Lynne Donovan (Lead) Neil Cooksley (Support)	Marcus Lloyd	Unions CMT/LT/MN Focus Groups	CMT/LT P&R Scrutiny Unions Staff? Wider Scrutiny Committees
Property portfolio and economic impact assessment	• Assess the scope for asset rationalisation if sustainable agile working is adopted. • Examine the potential economic impact on the local community.	Stage 1: Initiation	Ryan Thomas (Lead)	Marcus Lloyd	Community Local Businesses Property	CMT/LT P&R Scrutiny Unions Wider Scrutiny Committees
Community impact and future engagement	• 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.	Stage 1: Initiation	Joanne Jones (Lead) Kath Peters (Support)	Marcus Lloyd	Community Customer Services LT/MN Equality Team IT Community Regeneration	CMT/LT P&R Scrutiny Unions Wider Scrutiny Committees