

Management Board

Staff Survey and IIP

Note by the Director General Resources

Purpose

1. This paper proposes an approach to ensure that the staff survey, Investors in People and related, DR-led initiatives are effectively managed, strategically aligned, and that their outputs and resulting actions serve the corporate interest of the House of Commons service.

Actions for the Board

2. The Board is invited to approve the proposed approach.

Introduction

3. The Board is asked to consider two papers this month: the first is a report on the recent Investors in People (IIP) 'health check', and the second is an update on progress against the action plan for the 2008 staff survey (in addition, Board members have been asked to agree the questions for the 2009 staff survey by correspondence).
4. The staff survey and IIP provide important management information and it is vital that both areas of work complement each other. Explicit links between the two will ensure that the predominantly quantitative staff survey data is enriched by the qualitative data from IIP and improve the overall quality of information sent to the board, facilitating decisions for action.

Proposal

5. I propose that the Director of HRMD (Heather Bryson) should take overall responsibility for the execution of the staff survey, IIP and any related staff-focussed initiatives that produce information within to the scope of the staff survey¹ to ensure that these various strands of work are drawn together.
6. The Director of HRMD should take overall responsibility for strategic planning of work in this area and ensure that it is coherently managed.
7. The Director of HRMD should take overall responsibility for producing an over-arching action plan for this area of work, and ensure that progress is reported against this action plan.

¹ The staff survey has a broader scope of questioning than IIP, hence this suggestion.

8. The Office of the Chief Executive should work with the Director of HRMD to ensure that the outputs from this area of work serve the corporate interest of the House Service through (for example) alignment with the balanced scorecard and support from the Central Communications team.

Expected benefits

9. The expected benefits are:
- Improved management information;
 - Improved efficiency through shared resources;
 - More effective execution of these initiatives through coherent planning;
 - That the House Service will be better able to act on the findings due to a coordinated approach; and
 - That it will be easier to prioritise areas for attention.

Next steps

10. The proposed first steps are to:
- 1) Produce an overall action plan, consisting of actions from the IIP health check, the existing staff survey action plan, and related, DR-led initiatives;
 - 2) Review all current work strands relating to, or dependent on, the staff survey and IIP; which will inform
 - 3) The production of a 3 year *strategic* plan, including resource implications to be presented to the Management Board in July.

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