STAFF EVENT 2018

Executive summary

1. The purpose of this paper to present Leadership Group with some initial thinking on planning a staff event in mid June 2018. Leadership Group is asked to discuss these early plans and to feed in further ideas on content and structure.

Issues and Options

2. The Internal Communications review of last year recommended that the Clerk/Chief Executive should lead an all staff event on an annual basis.

3. Feedback from the review stressed the importance of face to face communications and providing forums for senior managers to listen to staff. We also have anecdotal evidence that many staff value the opportunity to meet with colleagues from other areas.

4. When asked specifically about the value of a staff event, people were generally in favour provided there was a clear purpose and they did not simply receive information that had already been communicated.

Purpose

5. The following three reasons have been identified for holding the staff event:
   - To mark staff and office achievements
   - To look ahead to future challenges
   - Strengthening connections between staff

6. We would therefore look to hold an event that focused on people getting together. Sessions would be held around broad themes that are relevant to the Parliament now and in the future.

Format

7. The key elements would be:
   - Plenary session in the Chamber. Opening remarks from Paul. Possibly also a panel with external speakers on future challenges, backed by showing a video celebrating staff successes.
   - Various sessions to choose from. Topics to be developed but to reflect key themes – digital, Brexit, Diversity and Inclusion, Futures. LG members, with external support as appropriate, to be involved – leading, listening, facilitating depending on the nature of the session.
   - Lunch and networking opportunity with ‘market place’ with stalls on various subjects – D&I networks, new technology, etc
   - Various sessions again.
   - Closing session in the Chamber. Possibly ACEs in a panel format with a facilitator to draw out the key themes of the day.
Resource Implications

8. At this early stage, the resourcing issues we need to consider are:
   - Broadcasting staff to help run the Chamber aspect of the event and to create a video/s in advance of the event.
   - Events staff to help plan and run the event
   - FM to help set up the event
   - Catering costs
   - Possible external speakers
   - Flexi-time and/or overtime offered to staff not rostered to work on a Friday
   - Possible use of agency staff to cover workload
   - Cost of on-site contractors attending and the consequent impact on their timescales workloads, where applicable

Dependencies

9. The success of the event will depend upon effective collaborative working across a number of offices including but not restricted to the Office of the Clerk/Chief Executive, Events, FM and Broadcasting.

10. Steps will be taken to maximise staff attendance. These have not yet been agreed with the key offices but would include:
    - Closing the building to the public
    - Offering shift swaps or flexi-time/overtime to all staff who are not due to work that day.
    - Opening the crèche free of charge for use by staff attending the event
    - If necessary, Paul speaking to the Parliamentary Bureau to agree that business facing staff are able to attend.

Governance issues

11. It is proposed that a small working group will be formed to take forward plans for the event, staffed by people from key offices.

12. An equalities impact assessment will be carried out for the event.

13. Thought will be given to making the event as inclusive as possible. A range of different types of sessions will be available to suit a range of preferences from interactive sessions to those that involve listening to speakers on specific topics.

14. The Diversity and Inclusion Networks will also be consulted, and ideally involved in some way at the event.

Publication Scheme

15. This paper can be published.
Communications

16. The key stakeholders for arranging the event are CE Office, Events, FM and Broadcasting. We would also seek to involve the Diversity and Inclusion Networks.

17. In terms of early communication of the event, the key stakeholders are Office Heads/Team Leaders specifically and all SPS staff. It is suggested that LG take initial proposals to their Office Heads and encourage discussion within their teams.

18. There are a number of offices with specific needs in relation to enabling staff to attend. We have begun to have initial conversations with leaders in a number of business areas to establish the impact of holding the event on a Friday. We will use the information we have gathered from these discussions to design the event and inform timings. It would also be useful to have a steer on what, if any, invitation is issued to contractors.

Key Decisions

19. LG is asked to make the following key decisions:
   • To agree that a staff event be held on Friday 15 June and that this be a substantial event, with a key note speech from the Clerk/Chief Executive supported by additional sessions.
   • That a small working group, chaired by the Internal Communications Manager, takes forward plans for the event
   • That staff are given an opportunity, via Group Heads, to see the outline structure of the event early enough in advance to suggest any topics for inclusion.

Next steps

20. Next steps are:
   • Form a small working group to plan the event.
   • LG to inform Office Heads/Team Leaders of the planned date for the staff event.
   • Issue invite to staff to put date in diaries and set out ways in which to enable staff to attend for those for whom Friday 15 June is not a working day.
   • In due course, share an outline of the event with staff and encourage feedback.

Decision

21. Leadership Group is asked to discuss the proposals, make suggestions and to identify any possible risks that could be mitigated at an early stage.

Office of the Clerk/Chief Executive
February 2018