



Staff Involvement Strategy

Teamwork, Valuing Others



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Our Mission

To inspire learners to recognise and achieve their full potential

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Hampshire, incorporating Andover College Hampshire

The *Staff Involvement Strategy* was approved by the Board of Governors on 12 July 2012.

Equality Impact Assessment

Conducted: July 2012

Originator:

Located: College Intranet

Principal

Date of next scheduled review:

April 2015

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STAFF INVOLVEMENT STRATEGY

1. Context

1.1. The Instrument & Articles of Government, effective from 1 April 2012 introduced a new responsibility for the Corporation under Article 3:

‘The Corporation shall be responsible for publishing arrangements for obtaining the views of staff on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities.’

1.2. The English Colleges Foundation Code of Governance states ‘the governing body is accountable to its learners, to the wider community it serves, and to other stakeholders. It should take steps to ensure that information on the activities of the College is made widely available and to forge effective relationships’. ‘A regular effectiveness assessment by the governing body should include consideration of the views of stakeholders’.

1.3. The most recent Staff Survey showed that 80% of staff think their line manager clearly communicates direction and 87% believe that their line manager listens to their ideas and views. However, 31% did not think that there was effective communication of decisions made by SLT and 63% did not believe that action would be taken to address issues identified in the survey.

2. What is Staff Involvement?

2.1. As defined by the Chartered Institute of Personnel and Development (CIPD), staff involvement is ‘a range of processes designed to engage the support, understanding and optimum contribution of all employees in an organisation and their commitment to its objectives’.

2.2. The benefits of introducing a Staff Involvement Strategy to the College are anticipated to be:

- Improved decision making processes and outcomes
- Improved efficiency
- Better recruitment and retention of staff
- Greater staff satisfaction
- Better delivery of teaching, learning and other services and therefore improved learner and employer satisfaction
- Increased commitment to the College’s strategic aims.

3. Vision and Principles

3.1. Sparsholt College Hampshire will develop and promote a working culture in which the views of staff are embedded in the processes for decision-making about planning, quality of teaching and learning, and proposals for change.

3.2. We will abide by the following principles:

- Staff involvement should be a routine part of discussion relating to day to day operations and improvement;

- Staff involvement in proposals for change should take place at as early as stage as possible;
- Information for staff should be comprehensive, timely, concise and in plain English;
- Where there are limits or boundaries to involvement, we need to be clear about these from the outset and manage expectations about who can be involved, how to be involved and what is possible within constraints;
- The involvement process should be as easy and time/resource efficient as possible whilst also allowing staff time to contribute;
- The results of involvement should always be fed back.

4. Building on what we already have

Our current 'Ladder of Involvement'

	Involvement	Examples
Influence	Staff are actively involved in making decisions about quality of delivery, planning and proposals for change.	<ul style="list-style-type: none"> • ICE Group • Culture Change Groups • Team meetings • Appraisals and 1-2-1 meetings • Staff Governors • 'You make a difference' awards • SAR and COSAR processes • Working Groups e.g Equality, H&S and Safeguarding
Feedback	Staff give their opinions and ideas, which can influence decisions, but are not actively involved in the decision-making process.	<ul style="list-style-type: none"> • Staff Survey • Business Support Surveys • Consultations • Tutor Forums • Governor link visits
Information	Staff are informed of issues and decisions.	<ul style="list-style-type: none"> • All Staff Briefings • Weekly Comms • Staff News • Intranet • Email • Minutes of meetings

5. Developing the Staff Involvement Strategy

- 5.1. Support for staff involvement will come from the highest level and will be communicated through the management structure to team meetings.

- 5.2. The Principal will co-ordinate the development of the Staff Involvement Strategy, the final version of which will be approved by the Board of Governors, published and reviewed every three years.
- 5.3. Using ICE Group, Team Meetings and the input of Staff Governors, we will evaluate the success of current involvement processes and will identify potential new and creative approaches to giving information and/or gathering staff views.
- 5.4. In consultation with staff we will finalise and publish a Staff Charter, setting out the responsibilities of all staff, managers, senior managers and Board members in relation to staff involvement.
- 5.5. The Board of Governors will develop a method of effectiveness review which considers the views of staff and will publish the results annually. This will include definition of performance measures and monitoring of progress against them.