

Kennet District Council

Human Resources Committee – 17th November 2005

MANAGEMENT COMPETENCIES

Report by Head of Human Resources

1. Introduction

- 1.1 The Council has been an Investor in People (IIP) organisation for approaching 12 years. In January it will be reviewed again against the new standards which are now more outcomes based than system based. One of the new changes relates to management skills and competencies and requires that managers should know what is required of them as managers within the Council.

2. Financial, Staffing, Legal and Risk Issues

- 2.1 There are no financial, staffing or legal issues arising from this report. The major risk by failing to raise awareness across the Council of managers' responsibilities and performance standards is a possibility of losing our IIP status for the first time in 12 years.

3. Background

- 3.1 Over the summer a number of focus groups and interviews with staff and managers at all levels within the Council were undertaken. The Chairman of Human Resources Committee was also interviewed for a Member perspective. As a result of this the consultant drew up the attached competencies and behaviours for Kennet managers.
- 3.2 These have been drawn up with a view to covering all levels of manager within the Council and to give them and their manager guidance on the standards expected.

4. Application of the Competencies.

- 4.1 These competencies will be used in a variety of ways. Initially they will be communicated to all managers who will be able to reflect on them and their own performance prior to having the annual employee development review (EDR). This may help managers develop a personal development plan with their own manager.

4.2 It is also intended that the summary of the competencies will be circulated with all recruitment packs for management posts in order that future applicants will understand the competencies expected of Kennet's managers. Recruiting officers will find the standards helpful in drawing up person specifications and interviewing.

5. **Recommendations**

5.1 These competencies were discussed by the Joint Consultative Group on 27th October, and they recommended approval to the HR Committee. Therefore, the HR Committee are asked to approve these managerial competencies for use across the Council.

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Head of Human Resources

1.11.05