



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Employment Committee

16 November 2022

Report of Councillor Annie Mason,
Cabinet Member for People & Safer
Communities

SKDC Intranet

Report Author

Gary Andrew (IT Manager)

 Gary.andrew@southkesteven.gov.uk

Purpose of Report

The purpose of this report is to provide the Employment Committee with an update on the Council's intranet.

Recommendations

That the Employment Committee:

- 1. Notes the update on South Kesteven's intranet site.**

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 Any financial implications associated with replacing the intranet will need to be considered as part of the business case.
Richard Wyles, Chief Finance Officer

Legal and Governance

- 1.2 The intranet must continue to adhere to legal requirements such as the Data Protection Act.

Diversity and Inclusion

- 1.3 Part of the future plans is to create a more accessible platform and content.

Mental Health and Emotional Wellbeing

- 1.4 Wellbeing support is currently provided on the intranet and this will continue to provide a hub of resources, advice and signposts for further support.

Staffing

- 1.5 The Intranet is a staff resource and there will therefore be lots of opportunities for staff to be involved in agreeing what they would like from their Intranet.

Resource for the upgrade will be from the IT Team and potentially project management support. Relevant teams will also be involved in specific content relating to their areas.

2. Background to the Report

- 2.1 The Employment Committee requested an update on the Council's intranet including what changes took place in the review earlier this year and what the next steps are.
- 2.2 Whilst a review of the intranet has taken place and a number of changes and updates were made, the platform currently being used very much limits the potential of a staff intranet.

Intranet Review

- 2.3 The intranet was reviewed in October 2021 with a purpose of updating content, rebranding the site and updating the directory.
- 2.4 All departments with content on the intranet were asked to review it and remove or replace information where required. This included updates to the customer services pages including the contacts, the home page links and the health and safety advice. More recent updates have included adding the desk booking guidance and app to support the new ways of working.
- 2.5 All the 'Monty' branding was removed (previous name for the intranet) and the site was rebranded with the corporate logos and colour scheme.
- 2.6 The employee directory was linked to the IT user database to bring it up to date.

Next steps

- 2.7 There are several limitations of the current intranet platform which make it difficult to do a more substantial and significant update. The current intranet is old and does not have high usage. Plans are being put in place to refresh the council's website and initial scoping is to take place to understand cost implications of also doing this for the intranet.
- 2.8 A project team has been established and work has started on the Council's new website.
- 2.8 For the Intranet, user needs and possible solutions will be explored with the People Panel including potential options for a more interactive intranet and refresh of the design.

3. Consultation

- 3.1 The People Panel will be involved in future design options as well as wider staff consultation to ensure any new designs are useful and focused on what colleagues need from their intranet.