

Gloucestershire Branch Newsletter

September 2008



Welcome back. Hope that the summer has treated you well? Your Newsletter Team has taken the opportunity to reflect on what it does and how it does it....so, there will be some changes in the coming months with the format and possibly personnel involved. Remember it is your newsletter too so any suggestions appreciated. To start the changes, we have dropped the 'Contents' page as we feel you can flick through without needing to be told where things are! Hence, watch this space!

The Team

Next Events

Tuesday 23 September 2008

The CIPD Gloucestershire Branch sponsored by 

And in association with BPE (Solicitors) present:

Legal roundup

**Venue: Hatherley Manor Hotel, Down Hatherley Lane,
Gloucester GL2 9QA**

**Refreshments and light breakfast from 8.30am
Workshop 9.00am - 1.00pm**

£35.25 inc VAT CIPD members; £41.13 inc VAT non-CIPD members

Speakers: BPE's employment team

With the economy still shifting and changes to employment procedure and legislation on the horizon, there is much for the HR profession to be thinking about.

Our nationally recognised employment team will be briefing CIPD members, clients and contacts on topical employment issues at a morning seminar to be held at the Hatherley Manor Hotel on Tuesday 23 September, between 8.30am - 1pm.

Topics to be covered include:

- o Redundancy - a detailed look at getting it right the easy way plus case law developments.
- o Dismissal - the proposed new structure.
- o Agency workers - where are we now?
- o The new Equality Bill - where is it going?

**To book this event, book via the website at
www.cipd.co.uk/branch/gloucester**

Diary Dates

Legal Roundup

Tuesday 23 September

Advanced Techniques
of Coaching and
Mentoring

Thursday 25 September

Measuring and
Evaluating Training

Wednesday 8 October

Leading Change with
Katharine Everett
incorporating
STUDENTS AWARD
EVENING

Thursday 16 October

Living the Brand

Tuesday 25 November

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Thursday 25 September 2008

'Advanced Techniques of Coaching and Mentoring' A Masterclass with Professor David Clutterbuck

Venue: The Forum, Lansdown Road, Cheltenham, GL51 7SJ

Start 6.00 pm for 6.30pm - Finish 8.30pm

**£20 incl. VAT CIPD and non-CIPD members
Light refreshments will be provided**

David Clutterbuck is one of the world's leading authorities on coaching and mentoring. A key-note speaker at this year's CIPD conference, he is also the author of 12 books and visiting professor in the mentoring and coaching faculties of Sheffield Hallam and Oxford Brookes Universities.

July's edition of Coaching at Work reported that David Clutterbuck has been recognised as one of the top movers and shakers in HR. He is listed in the top 15 thinkers in HR Magazine's annual poll of the Most Influential in HR which considers criteria such as Visibility, Originality, Personal Influence, Practical Relevance and Commercial Impact.

The GCN is delighted and proud to announce that it will be hosting an evening with David on 25th September, where he will be leading a coaching Masterclass. You will be invited to explore practical processes for improving the way you coach/mentor so that you develop a wider and more effective portfolio of responses to different needs.

Typically each Masterclass presents around 15-20 techniques and there will be time to practise some of them. Don't miss this rare opportunity to learn from one of the coaching 'Masters' and to add to your coaching toolbox.

To book this event, book via the website at www.cipd.co.uk/branch/gloucester

Wednesday 8 October 2008

Measuring and Evaluating Training

**Venue: Seasons Conference Centre, Quat Goose Lane,
Swindon Village, Cheltenham, GL51 9RX**

Refreshments and buffet lunch from 12.30pm

Workshop 1.30pm-4.30pm

**£11.75 inc. VAT for CIPD members
£17.63 inc. VAT for non-CIPD members**

Speaker: Isabel Heaton, DTC International and Assessing Success Ltd.

This event is aimed at those of you with a specific interest in and/or responsibility for training. Join us for an interactive experience where you will learn how to align learning interventions, their assessment and evaluation with the strategic objectives of your organisation. The workshop will also focus on measuring the financial and non-financial costs of training. Isabel Heaton is a consultant and trainer who has been working in Learning and Development Consultancy since 1986. She sits on the CIPD Professional Learning & Development Advisory Board offering advice and support to the Institute.

To book this event, book via the website at www.cipd.co.uk/branch/gloucester

For any queries or further information about an event, please contact Yvonne Baxter, CIPD Branch Administrator, by telephone, 01242 671054, or email, yvonne.baxter@virgin.net. Joining instructions will be sent by email, along with a receipt for payment, a few days before the event. Regrettably invoices cannot be issued by the Branch.

Feature - GROWING GLOUCESTERSHIRE CONFERENCE

The Growing Gloucestershire Conference was very well supported and attended by over 250 local business people and numerous exhibitors.

Levi Roots, Dragons' Den winner and entrepreneur of Reggae Reggae Sauce captivated the audience, sharing his inspiring business journey in a very entertaining manner.

David A Smith of Global Futures and Foresight was very thought provoking and really challenged the norm, making us think about new technologies and how they may affect us and our business planning moving forward. His presentation can be found on the GEN Conference Website

The day featured more than a dozen seminars covering a range of topics which focused on the three main areas of Innovation, Business Core and People. There was a fantastic atmosphere throughout the day and a lot of positive feedback was received:

'Found the day extremely informative and an excellent opportunity to network'

'Very good, inspiring - good quality speakers'

'95% of people rated the day as either very good or good'...'Totally enjoyable day - some great contacts made, thank you' ...'Levi Roots was awesome - another very good day, excellent speakers and well organised.'

A date for next year's diary - Growing Gloucestershire Conference '09 **Thursday 25th June 2009!**

If you would like to express an interest in speaking or exhibiting at next year's conference, please contact the GEN Events Team and for more details



contact www.genonline.net. The Growing Gloucestershire Conference was delivered by the Gloucestershire Enterprise Network in partnership with the Chartered Institute of Personnel and Development, Chartered Institute of Marketing, and the Chartered Management Institute.

Event Review - GROWING GLOUCESTERSHIRE CONFERENCE 2008

The Growing Gloucestershire Conference 2008 was held on Thursday 26th June for its fourth successful year. As a volunteer it was a great opportunity to meet with all the other attendees, exhibitors and speakers for a busy, informative and enjoyable day as well as attending a couple of the seminars. After signing the delegates in I went and to the Levi Roots the Dragon Slayer seminar which was held in the main hall. As promised, we heard all about Levi's journey from daily walkabouts in Brixton Market with his Jerk Chicken recipe in a ruck-sack to now becoming an international success with all the major supermarkets in the UK. I also attended the Gloucestershire Media Seminar

which was delivered by Ian Mean who spoke about How to Use PR and Media for the Benefit of your Company. I am currently entering into this field with my own business so it was a fantastic opportunity to hear some insightful PR and Marketing tips from a well-established professional from the industry. The key messages from Ian were:

The Basics

- You are your business and you need to communicate it; Every company has a good story to tell; Enter company into Business Awards; Daily business updates from West

Business.co.uk; Business needs to be humanised
- every business needs a face

Getting your message across

- Five musts - Who, What, Why, Where and When; Clarity; Control; Communication; Pictures; Get personal; Honesty; Determination; Be topical; Be passionate

Good PR for your Company Means

- Good partnerships; Community awareness; Proud staff; Know a local reporter and let them know in advance of events; Get involved in the

community, i.e. football strips for local teams; Must be seen as responsible by the community, i.e. the floods

This conference was a great way to update my CPD. I hadn't been to an event in a while so this has motivated me to attend more of the CIPD events. I always leave feeling energised through having that chance to meet other professionals and to reflect about different ways of approaching HR and business.

Heidi Sear, CPD Adviser

Feature - HR FORUM AND ITS FUTURE SHAPE

Helen Harrison, leading light on the HR Forum 'Special Interest Group (SIG)' writes:

Some time ago, members of this group completed a survey relating to the Gloucestershire HR Forum. We promised to give you a summary of the results. In addition, we want to outline our thoughts of the future shape of the HR Forum.

The people who completed the survey were a mixture of HR consultants and Heads of HR, which reflects the membership.

Attendance Levels

The majority (53%) had attended 1 to 2 meetings (26% attended 5 to 6 meetings).

All said that they had attended for sharing and gaining ideas, knowledge and practical experiences. Practically all said that when they attended the topics were not only relevant to their organisation but also personally of interest and they had the time to attend. The top reason for lack of attendance was work commitments at the time with the topic not being relevant or of personal interest coming close second. For some the distance to travel played a part too.

Requested changes

So that is a quick summary regarding reasons for the attendance levels we have experienced at HR Forum meetings. What about the future? There was a sub-section related to the question 'what would encourage you to attend more meetings?' For topics, half of them wanted greater emphasis on strategic issues and how HR could make a business difference in organisations. And in covering such topics, they wanted more opportunity to share knowledge and experience. Clearly this is something that we have to address as these were the key reasons for the HR Forum being formed!

Concern was expressed about the increasing numbers of people who attend who are not yet in the position to contribute to the discussion at a strategic and decision maker level. This has put off

some members, who hold senior positions or give advice to senior HR professionals, from attending. There were insufficient number of peers in the meetings to have the sort of 'in confidence' discussions they wanted. Some recognised they had benefited from getting to know a few more colleagues within the region, which they have followed up outside the meetings.

Proposed way forward

Looking at the results of the survey and keeping in mind the original purpose of the HR Forum we are proposing the following:

1 Membership criteria: The original membership criteria were 'HR decision makers, responsible for strategy and overseeing operational function and consultant in HR specialism'. We would like to change this to 'HR decision makers that influence their organisation's senior management team on HR strategic issues or advise such people on HR strategic issues. A member may or may not be a CIPD member'. Using titles is not effective as some people have managerial titles with director responsibilities (and vice versa). And having HR consultants included as eligible members is seen as valuable as long as they are working at the strategic level at least for some of their clients.

2 Selection process: at present individuals self-select whether they are interested in the HR Forum. We have not been ensuring their work is at the appropriate level. What we propose to do is to write to existing members and ask them to contact Julia Jones, Cathy O'Donoghue or myself to register their interest to participate. If anyone is unsure whether they would be considered to be working at the strategic HR level, we encourage them to contact one of these people to talk about it. People who do not register interest will be taken off the membership list. As for new members, it would be by invitation only. Members can recommend



someone as suitable, explaining the reasons for their recommendation - and make the initial contact with the person.

3 First meeting in revised form of HR Forum: the people who attend the first meeting will agree the shape of the revised HR Forum.

We make these recommendations because we want to meet the original purpose of the HR Forum and currently this is not happening to a satisfactory level. We want this HR Forum to work

for people who work at the strategic HR level.

Julia Jones, Founding Instigator of HR Forum, 01242-248245

Cathy O'Donoghue, Glos CIPD Support Facilitator, 01452-331331

Helen Harrison, Glos CIPD Support Facilitator, 01453-835263

So, if you have any comments or questions, please get in touch with one of those named above.

Feature - PROFESSIONAL ASSESSMENT OF COMPETENCE (PAC)

Lynn Nichol, CIPD PAC Manager and CIPD Diploma Course Leader, looks after the Professional Assessment of Competence (or PAC) scheme for the CIPD at the University of Gloucestershire. Your Newsletter Reporter tracked Lynn down and asked her a few questions!

● **Hi Lynn - how are all things CIPD with the University?**

The CIPD programmes are a core part of the work of the University's HR department. We offer a range of approaches for HR practitioners at all levels to work towards CIPD membership. For those who have experience in HR and/or CPP/CTP can join the CIPD Professional Development Scheme, a three year part time taught programme. Graduates may prefer the postgraduate Diploma in the Management of Human Resources or Human Resource Development. Both these routes lead to Grad CIPD and the opportunity for progression to an MA.

In the last year we have become a CIPD Licensed Upgrade Centre, students at the end of the taught programme can submit applications for MCIPD for consideration by the University panel. This enables those with the correct level of experience to graduate with both a Postgraduate Diploma from the University and become Chartered MCIPD

For experienced managers/consultants/HR practitioners looking to gain Chartered MCIPD/FCIPD there is the Professional Assessment Route, PAC

● **That sounds great - but what is P A C?**

PAC is a flexible and competence based route. It is a route to Chartered Membership. Candidates' work experience and knowledge is assessed against the CIPD Professional Standards. Successful candidates gain Chartered MCIPD or for those with extensive experience and strategic level work Chartered FCIPD

● **OK - so why would this route to formal qualification be better for some of our members in Gloucestershire?**

This route recognises that knowledge and competence can be developed through work experience, as well as through formal study. It is for people who are experienced in HR but have not formally studied and are not as yet currently recognised as Chartered members of the CIPD

● **So, all you have to do is write down what you have done and have a chat?**

PAC candidates have to be able to demonstrate that they are competent across the four fields of the CIPD Professional Standards. They have to be able to undertake a number of professional discussion interviews and provide documentary evidence from their work. The professional discussion requires the candidate to demonstrate to the assessor that they are both operationally competent, ie they have implemented the professional standards within an organisation and they have the same level of knowledge as those undertaking a taught route. So, it is not necessarily an easy option but often a more appropriate and fulfilling option for those who are experienced in HR. PAC candidates also have to undertake the Management Research Report and CPD]

● **Ah, so there is a bit of work to do! What help is available then from the University?**

All PAC candidates have the ongoing support of a PAC Advisor. PAC advisors are experienced individuals who have HR operational experience and are academically well qualified. Their role is to support the candidate, through a series of 1-1 meetings and ongoing e mail and telephone support, to help them plan for the professional discussion interviews and ensure that they can provide the appropriate level of evidence and knowledge to be successful at the assessment stage. Candidates also have access to the extensive University on-line and library based resources. The advisor will also supervise the Management Research Report and CPD

If our members are interested in PAC, what do they have to do?



They should contact me, Lynn Nichol, BA, MSc, Chartered FCIPD. My job title is: CIPD PAC Manager and CIPD Diploma Course Leader, The University of Gloucestershire, The Park, Cheltenham, GL50 2RH. Tel 01242 714286 or e-mail lnichol@glos.ac.uk

Attaching a CV to the e mail would be useful. The next stage would be to meet to discuss the programme and if it is an appropriate route for them

Is there anything else we need to know?

If members are looking for a flexible and individual route to MCIPD/FCIPD get in touch. . The Centre is open though out the year, Candidates can start at

any time and have a maximum of two years to complete. The pace of completion does depend on the individual candidate and the time they can give to the programme, I would expect most candidates to complete within 12- 14 months. Becoming a Chartered member through PAC does not prevent progression to further high level academic study. On completion PAC, candidates may want to consider topping MCIPD to an MA by completing the one year MA top up programme at the University

Thanks Lynn!

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You will also provide rehabilitation assistance to long term sick employees and liaise with local trade union representatives. A truly wide generalist role with unique opportunities to have a direct impact on the success of our organisation as well as working on various projects to continually implement our HR initiatives. You must hold a CIPD qualification, ideally to Graduate level or above, with previous experience of the above HR activities preferably in a fast-paced organisation. Building working relationships quickly and remotely is the key to success in this role and the ability to handle many deadlines in a pressurised environment maintaining a keen eye on detail. You will possess a sound, accurate knowledge of current employment law and Human Resource best practice. A good working knowledge of Microsoft Office applications is required, including the ability to manipulate spreadsheets and provide relevant information often within short-timeframes. If you have good influencing skills, enjoy autonomy in your work, are confident, resourceful and looking for a real challenge in your next career move, then this is the role for you.

Please email our Recruiting Team, supplying your CV with a covering letter stating your current salary package, detailing why you feel you are the right candidate for this role to: careers@accuread.com

An Equal Opportunities Employer

- Are you, or do you know anyone wanting financial help for their HR/Training studies?
- Do you want to study more but are struggling to find funding?
- Is your company unable to provide financial assistance for CIPD qualifications?
- Do you have a friend/colleague who would like to study but can't find funding?



CIPD Gloucestershire Branch may be able to help!

We can provide bursaries up to £300 to help Gloucestershire students wanting to study for a CIPD qualification (at any level). For more information and details of how to apply; e-mail wshaigh@yahoo.com Centre Co-ordinator for Glos CIPD Branch

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To achieve our vision of becoming the most operationally effective Force in the Country, we have embarked upon the delivery of our three year strategic plan, Vision2010, and rely upon our 1300 police officers and 800 police staff to turn the plan into action.

Having recently re-structured the HR Department, our HR Strategy is being shaped to take account of exciting national and local developments. To enable us to achieve our aims, we are looking to recruit to the following newly created posts within the HR Department.

Resourcing Manager, £39,489 - £41,235 (pay award pending) Ref: 1543

This is a challenging and exciting post with an extensive remit. Working to the Assistant Director of HR (Operations) at a strategic level, you will be responsible for the Force resourcing and recruitment plans. You will be required to develop and manage an appropriate resourcing model to support the Force establishment, as well as developing an annual recruitment plan. As a member of the Senior Management Team, you will directly contribute to the success of the HR Strategy and Organisational aims. You will need to have in depth experience of Resource Management.

Diversity & Policy Manager, £36,846 - £38,613 (pay award pending) Ref: 1544

This is a high profile and challenging post, with a significant remit. Working to the Assistant Director of HR (Operations) at a strategic level, you will be responsible for all employment related diversity activities, including innovative policy formulation and development of the Equality Scheme. You will lead on the Force Diversity Strategy and Action Plan, and will be a key influence in all Diversity Forums. As a member of the Senior Management Team, you will directly contribute to the success of the HR Strategy and Organisational aims. You will need to have in depth experience of diversity issues, including employment law.

Head of Leadership and Skills Development, £39,489 - £41,235 (pay award pending) Ref: 1545

This is a challenging and exciting post with a significant remit. Working to the Assistant Director of HR (Organisational Development) as part of our Staff Development Unit, the successful candidate will further develop our leadership development and workforce professionalisation strategies and contribute to the development and implementation of our annual training plan. As a member of the Senior Management Team, you will directly contribute to the success of the HR Strategy and Organisational aims. You will need to have in-depth experience of learning and development in general (ideally A1 and V1 qualified) and leadership development in particular.

For all of the above roles you are required to be a full Chartered Member of the CIPD, a confident leader and highly effective manager and team player. You will also have recent experience at a senior level in a complex and demanding organisation.

The County of Gloucestershire offers an outstanding quality of life. As a member of staff within the Constabulary, you will also benefit from:

- A final salary pension scheme
- Flexible working practices
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- 23½ days annual leave, rising to 28½ days, plus bank holidays
- Gymnasium and sports facilities
- A re-location package of up to £8,000

The closing date for the receipt of completed applications is 19th September 2008. Interviews will be held in the first two weeks of October 2008. All applications must be made on an Application Form.

Please request an application form by email from: recruitment@gloucestershire.police.uk

Alternatively please contact: **The Recruitment Department, County Police Headquarters, No.1 Waterwells, Waterwells Drive, Quedgeley, Gloucester GL2 2AN** or telephone 01452 454353. Please note that we do not accept CVs.

Gloucestershire Constabulary is committed to Equal Opportunities. We particularly welcome applications from members of minority ethnic groups, females and people who consider themselves to be disabled who are currently under represented in our work force. All applications will be treated on merit. The Constabulary operates a rigorous vetting policy and applicants must be aware that personal vetting will be applied as part of the recruitment process. The Constabulary operates a no smoking policy.



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Feature - WITH CHAIR, JOHN HEPWORTH

I am delighted to report that Jenny Nixon has taken on the role of Policy Advisor. Jenny told me a little bit about herself: "I came into HR following a degree in Psychology and a diploma in Applied Psychology, specialising in Occupational Psychology. I then worked 'through the ranks' in a variety of organisations, in particular as HR manager of a project management division of British Rail, which I helped through the privatisation process, and then as an OD Consultant at BUPA for over 10 years. The job title was deceptive as the role was very varied, including: senior management development; developing and launching an HR intranet site and setting up and running a Diversity function. In the diversity role, I was involved in responding to CIPD, CBI and government requests for feedback on draft policy, including the creation of a single equality body - experience which I hope will help with the Policy role I'm taking on now! I achieved my FCIPD in 2006 and left BUPA shortly afterwards, when we moved house from Hertfordshire to Gloucestershire and in late 2007 I set up my own HR Consultancy. I'm looking forward to meeting and getting to know my fellow committee members and learning the ropes in this new role."

A colleague from Loughborough University, Paul Miller, has written to ask

for our help in "Demonstrating the Economic Value of Investments in Health and Safety at Work." Paul writes:

The University of Loughborough is running a research project looking at the Economic Value of Health and Safety at Work. We would like to ask for your help please! We are running a brief online survey looking to compare the views and experiences of 3 broad groups within all types of organisations:

- 1) Human Resource / Personnel Managers
- 2) General Managers / Directors / Leaders
- 3) Occupational Health & Safety Professionals

We would be delighted if you could forward this information to as many colleagues in the above groups as appropriate. It does not matter if you do not have Occupational Health and Safety Professionals employed in your organisation, we are very interested in all responses! We are tremendously grateful for your input to this important research, which will be published and provide input to UK policy in this area. To complete the survey, simply click this link and follow the simple instructions on screen:

https://www.surveymonkey.com/s.aspx?s=m=Sy1SxpkclmhCZ7F0hUByNw_3d_3d

All responses are of course in confidence.

THE NEWSLETTER EDITOR

John Hepworth

Tel: 07776 450016

Email:

john.hepworth@btopenworld.com

DEADLINES

Information, articles, details of future meetings / events and news items for upcoming issues of newsletter need to be sent in by the dates below at the latest:

15 September

15 October

15 November

Please use e-mail for your copy.

ADVERTISING

This newsletter is sent to approximately 1,400 CIPD members in the Gloucestershire Area. Advertising is now available at the following rates:

Full Page	£500.00 + VAT
Half Page	£250.00 + VAT
Quarter Page	£125.00 + VAT
Eighth Page	£65.00 + VAT

You can also have a flyer inserted into the mailing envelope. Flyer less than 10g from £300 + VAT depending upon weight and size of flyer.

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