

Our People Promise Programme Plan	Activity	Who	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
			2019									

**WE PROMISE YOU A GOOD PLACE TO WORK SO WE CAN DO THE BEST FOR THE CITY**

Communications and OPP Development	July Policy Resources & Growth (PRG) Committee OPP update (Alison Mc)	Elaine Sweetman				11							
	Develop Presentation for managers to ensure staff awareness of OPP benefits available (Elaine Sweetman)												
	Pilot presentations with Business Partners and Comms (Alan S)												
	Agree Comms Plan (including Workstyles) and implement roll-out of OPP communication sessions focussing on hard to reach groups												
	Review, evaluate and plan next steps												
Staff Survey 2019	Organisational results presented to ELT - 20 May	Felicity Scanlon/Elaine Sweetman		20									
	Dissemination of results to organisation - end of May												
	Leadership Network (Staff Survey organisational results) - 13 June				13								
	Organisational, directorate and team staff survey Action Plan developed												
	Review of Staff Survey												

**WE PROMISE TO SUPPORT YOUR WELLBEING AT WORK**

Wellbeing activity plan for July 2019 -February 2020	Produce activity plan for July-February											
NHS Health-checks	Launch health checks	Sam Simmonds										
Mental Health	Continue roll out of mental health for manager training	Alison Moore										
	World Mental Health Day - 10 October 2019											
	Establish and roll-out mental health champions											
Physical Activity	TBC	TBC										
Sleep	Role out 'science of sleep' training programme focussed initially on hard to reach groups	TBC										
Workplace Wellbeing Survey 2020	Revisit responses to 2018 wellbeing survey and reprioritise activity into activity plan (see above)	TBC										
	Plan wellbeing survey											
	Launch wellbeing survey, analyse results and devise updated action plan for wellbeing											
	Develop a list of national & local wellbeing campaigns											

177

Our People Promise Programme Plan		Activity	Who	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	
				2019										
Wellbeing Calender of Events		Agree priority campaigns linked to finding of Wellbeing survey	Sam Simmonds											
<b>WE PROMISE YOU OPPORTUNITIES TO DO YOUR BEST</b>														
Senior Leadership Development Programme		Communications for Leadership Development Programme activities	Tracey Gibson/Cath Howells											
		Collaboration & Challenge programme (scope topics in May and launch by September with 4 topics)												
		Working with Members workshops (3 in July / 1 in Sept / 2 in Nov/Dec)												
		Behavioural Science 'Nudge' workshops - design in-house, identify facilitators (May/June) and deliver in September												
		Challenging Behaviour & Inspirational communication workshops - plan dates for workshops over 2019/20 in May and review in Jan for 2020/21 (external providers)												
178 Leadership Network		June - New Administration / Staff Survey results												
		July - presentation re corporate plan												
		September 2019 - Date to be arranged												
		January 2020 - date to be arranged												
		April 2020 - date to be arranged												
		July 2020 - date to be arranged												
Rated & Moderated Reviews Tiers 1-4		Revised documentation and Q4 Data Insight available	Tracey Gibson											
		Year-End Reviews / 2019/20 Objective Setting and Rating												
		Rating Moderation (Tier 4 in Sept / Tier 3 in Oct / Tiers 1 & 2 in Nov)												
		360 reviews (for Mid Year Reviews)												
		Q2 Data Insight available												
		Mid Year Reviews (Rating only, no moderation)												
Management Development Offer		Mgt Development - draft proposals to ELT for approval	Andrew Parfitt											
		Induction - draft proposals												
		Mgt Development paper to ELT (includes coaching & mentoring, mandatory trianing and induction)												
Future Leaders Programme		Scope and produce proposal for ELT	Tracey Gibson											
LGA Challenge		Develop timeline	Amanda King											
		Project Plan for LGA												
		LGA Recruitment launch												

Our People Promise Programme Plan		Activity	Who	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	
		2019												
	LGA Challenge takes place													
Apprenticeships	Workshop on 7 May													
Coaching and mentoring offer	Coaching practice refresher	TBA												
	Coaching paper for relaunch													
	Source and train new mentors													
	Relaunch of Mentoring Programme													
	Relaunch of Coaching Offer													
Corporate Learning Programme offer (all staff/tier 5 managers and below)	TBC	Andrew Parfitt												
New Induction Programme	TBC	Elaine Sweetman												
Talent Mgt and Sucession planning	TBC	TBA												
Digital and commercial skills	TBC	Tracey												

**WE PROMISE TO SAY WELL DONE, RECOGNISE YOU AND REWARD YOU FOR GREAT WORK**

Pay & Reward	Reward Focus Groups and Outputs	Sally-Ann Russell?											
	Draft proposals and cost modelling												
	Member engagement												
	Progress with non -pay elements as agreed												
Staff Benefits	Review of success of My staff shop - Nov 2019	Sally-Ann Russell?											
	Report to ELT in December 2019												
Big Difference Awards	Big Difference Awards - event												
Flexible & Agile Workforce (ie Secondments)	Timeline and project plan to be developed - but work will be continous through 19/20	Laura Keogh											
	Review of Secondment Policy to start October 2019												

**WE PROMISE THAT WE WILL BE A FAIR AND INCLUSIVE PLACE TO WORK**

	Rollout of Behaviour Framework												
	Planning session for FIAP												
	City Clean Training												
	BMEWF/HRAS workshop												

Our People Promise Programme Plan		Activity	Who	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
		2019											
Fair & Inclusive Action Plan	Global HPO report published with action plan	Alison McManamon/ Deborah Totney											
	Staff Survey results - targetted interaction/ training												
	Launch of F&I Action Plan												
	Zero Tolerance Campaign launch												
	Equalities Training for members who sit on appeals												
	Mediation refresh eg training												
	RPM training												
	Incorporate Equalities into the PMF Tiers 1-4												