

Appendix 1
November 2019 Workforce Review Action Plan
Updated June 2020

Action	Update	
Services will review their future roles requirements and use this to inform their apprenticeships, skill mix and staff development plans.	Part of Workforce planning process.	
Wider use of open and inclusive advertising recruitment and selection process for internal apprenticeship applicants.	Ongoing.	
We will continue to work with CPFT on children’s services partnership and support staff to work across our organisations.	Ongoing.	
We will promote the flexible benefits of working for the Trust including in senior roles.	Adverts include a statement about being open to job share part time and flexible working UNLESS there is a specific reason these cannot be accommodated.	
We will engage with other organisations to learn from them any new activities/initiatives that can reduce sickness absence rates.	Ongoing.	

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Implement our 2019 SOS Action Plan including reviewing appraisal paperwork based on staff feedback.	Plan in place.	
We will introduce the Adjustments Passport to support disabled staff.	Completed.	
We will roll out our Health and Wellbeing Champions Programme to support staff.	Recruited and -trained, roll out on hold due to Covid-19.	
We will review recruitment hot spots and introduce RRP where there are real issues, including for support roles.	Ongoing.	
We will support staff during service redesign.	Ongoing.	

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<p>Start to implement the roll out of e-rostering and e-scheduling and more ESR functionality.</p>	<p>Ongoing.</p>	
<p>We will continue with our bespoke leadership development programmes that are wrapped around our service redesign programmes of work.</p>	<p>Ongoing.</p>	
<p>Survey and provide additional support, as required, in the first 365 days to new members of staff after 6 months and 12 months.</p>	<p>Delayed due to Covid-19.</p>	
<p>Offer support to new managers in their first 100 days through a coaching model.</p>	<p>Delayed due to Covid-19 and under further review to access sustainability and other options.</p>	
<p>We will review our leadership development offer to support our leaders to be excellent.</p>	<p>Ongoing.</p>	

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We will further implement BAME representation on interview panels where BAME applicants and shortlisted.	Complete.	
We will meet the requirements of 'Developing Workforce Safeguards'.	Ongoing.	