

**Appendix 1  
May 2019 Workforce Review Action Plan  
Updated October 2019**

Action	Update
Appoint to the Future Talent Advisor post to support services to enable them to develop a 3-5 year strategic workforce plan and supply routes	Julie Ford appointed and started in September 2019
Services will review their future roles requirements and use this to inform their apprenticeships, skill mix and staff development plans	Steady increase in awareness and number of apprenticeships, including clinical apprenticeships. This work is ongoing
Wider use of open and inclusive advertising, recruitment and selection process for internal applicants for apprenticeships	Process in place in most services to ensure selection is open and fair
We will continue to work with CPFT on children's services partnership and support staff to work across our organizations	Joint CCS and CPFT HR workshop on 14 August 2019 to agree how to address HR related staff support across teams with staff from 2 employers to maximize joint working. Work ongoing with respective staff side chairs to agree our joint approach to organizational change
We will promote widely the flexible benefits of working for the Trust including in senior roles; 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 organizations to learn from them any new activities/initiatives that can reduce sickness absence rates	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 consider options for 'Golden Hellos' for hard to fill posts where RRP's are not effective	To be considered on a case by case basis and best practice gathered from other trusts

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Implement our SOS Action Plan including reviewing appraisal paperwork based on staff feedback	Revised appraisal documentation in place as a direct result of staff feedback
Review feedback from the D&I theatre training and provide further training as required	Further training commissioned for Luton and as required in other localities
We will roll out our mental health wellbeing programme of work and look to understand more fully what additional support we could put in place to support staff who are suffering for stress or anxiety whether work related or otherwise	Health and Wellbeing Champions being recruited (starting with all members of the LLW group). All to have mental health first aid lite training and to act in a similar way to FTSU Champions
We will review recruitment hot spots and introduce RRP where there are real issues, including for support roles	Review undertaken
We will support staff during service redesign	Ongoing support in place
Start to implement the roll out of e-rostering and e-scheduling and more ESR functionality	Roll out in Luton Adult service
We will continue with our bespoke leadership development programmes that are wrapped around our service redesign programmes of work	Ongoing, currently in Bedfordshire CYP service
Survey and provide additional support, as required, in the first 365 days to new members of staff after 6 months and 12 months; starting in August 2019	New Staff survey, via survey monkey to go live by 1 Jan 2020. Plus, recruitment and on-boarding process survey launched November 2019
Offer support to new managers in their first 100 days through a coaching model; starting October 2019 in Luton	Pilot planned for in Luton Adults with review in early 2020

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We will review our leadership development offer to support our leaders to be excellent	Ongoing
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We will further implement BAME representation on interview panels where BAME applicants and shortlisted	Final roll out post April 2020 when we have a single Trust wide R and S process
We will meet the requirements of 'Developing Workforce Safeguards'	Ongoing
We will review a range of options to encourage staff to join the bank or work extra hours in key areas and or to introduce a friend, building on our use of similar in the past	We are implementing weekly pay for bank workers and working within 2 STPs with partner trust on the benefits of shared/joint or centralised banks. We will implement an Administrative Staff centralised bank in 2020
We will publish our first Workforce Disability Equality Scheme and take action to address any issues	Published in July 2019 and action plan in place
We will introduce a Generic work experience programme with workbook and time across services in 2020	Roll out planned to match the academic calendar 2020