



Imperial College Union Appointments and Remuneration Committee

12 Feb 2019

AGENDA ITEM NO.	Item 8
TITLE	Compiled IIP / People Strategy Action Plan
AUTHOR	Jarlath O'Hara
EXECUTIVE SUMMARY	<p>The paper pulls together the two distinct action plans and displays their significant overlaps.</p> <p>It further updates in terms of progress which is primarily as scheduled.</p> <p>Meeting purpose framework is the key area not to be developed as desired. This is to be expanded to include responsibility and decision making and complete pre-Easter.</p>
PURPOSE	To provide a single list to focus on and update Committee on progress.
DECISION/ACTION REQUIRED	For discussion.

Compiled IIP / People Strategy Action Plan

What?	Who?	When?	Update
Induction pack in use for all new recruits <i>(We will finalise new Induction Pack and ensure that it is given to all new staff to aid their integration and development within the Union.)</i>	ADS	End September	Complete
Reward and Recognition framework document complete and shared <i>(We will publish a complete reward and recognition framework by the end of October.)</i>	ADS	End October	Complete
Refresh and publicise Meeting purpose framework	JOH	End October	This is not complete and on the back of Leadership team discussions should be developed in a way that includes decision making responsibilities and positioning. To be complete pre-Easter.
JD revision plan – all JDs and PS to be thoroughly reviewed over three-year cycle. Starting with those reviewed longest ago. <i>(We will ensure that all JDs and Person Specifications are thoroughly reviewed over a rolling three-year basis.)</i>	All SMG	September onwards	In active progress
121s to include role-responsibility discussions – establishing clarity around base expectations vs development opportunities <i>(We will establish clarity for all staff as to what is core to their role, what should be done if possible and what could be done in terms of development opportunities.)</i>	JOH-SMG-SMT	October onwards	In active progress
Introduce a schedule of SMG-led, face to face meetings.	JOH / KL	Schedule by end Sept, delivery ongoing.	First held in November Second 'town hall' pre-Easter
Project mapping exercise rolled out (cross working / dependencies) <i>(We will introduce a cross-Union project mapping and management system and seek opportunities to increase an impact based staffing model.)</i>	JOH	Stage A – 13 September Stage B – May '19	A – complete B – on schedule

Building refresh incorporating Union Values	KL / ADS	September	Not completed – temporary pause to assess Financial position
Fewer, clearer objectives	All SMG	13 September	Complete
Trebled team / directorate away day budgets	MM	August	Complete
Staff wellbeing Programme – established and rolled out <i>(We will publish the staff wellbeing programme by the end of October.)</i>	ADS	1 st January 2019	Plan formed, staff informed – rollout tbc
Establish and communicate each team and directorate vision (including SMG)	JOH and SMG	December	Complete
All SMG objectives shared	JOH and SMG	October	Complete
Review and re-publicise project working groups	JOH and SMG	December	Non-SK Elections
Repeat Communications on: <ul style="list-style-type: none"> • Strategy / Direction • People Strategy • Our commitments • Flexible working • L&D framework • Team / directorate away days • Pay relativity processes • Induction / Handbook • Staff pages 	JOH, SMG and ADS	From now!	Multiple messages on these areas.
We will therefore develop an ever more diverse staff team that is increasingly representative of our membership.	JOH	Assessed Feb-March staff survey	Benchmarks will be collated as part of the staff survey
We will introduce a compulsory training schedule for all managers.	JOH, SMG and ADS	Easter 2019	Three pronged approach is being developed with Operational Excellence, HR and LDC
We will continue to use the IIP framework to help guide and measure our progress in people practices.	JOH, SMG and ADS	Feb reassessment	February reassessment and subsequent actions
We will continue to respond to feedback through these channels and publishing annual responses to Staff Survey and Exit Interview feedback.	JOH, SMG and ADS	Survey Feb and March Action plan August	Drive for participation Staff Survey closes in March Action plan August
We will complete the IIP Action Plan.	JOH, SMG and ADS	As above	In active progress / As above