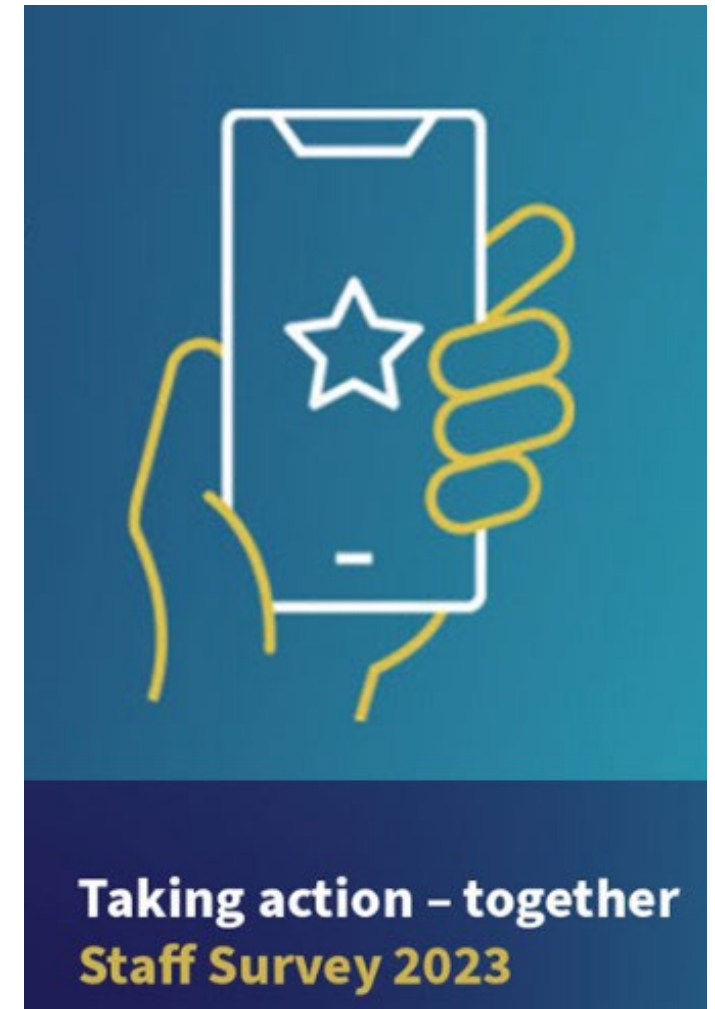
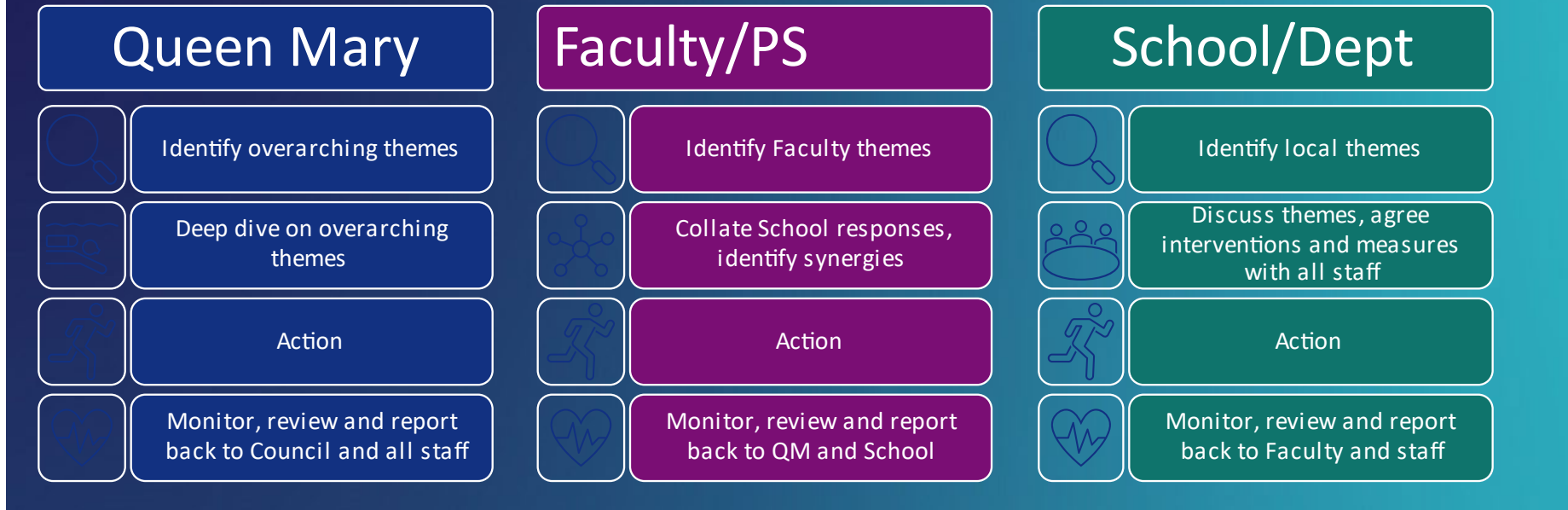


Action Planning Template 2023



Action planning approach



- **A 3-tiered approach** to enable the common issues to be addressed across the whole University, while also initiating local actions to respond appropriately to local issues
- **A collaborative approach** to promote discussion among colleagues, to better understand the conversations behind the results, and to encourage ownership of the action at all levels

Action Plan 2023-24 for: **Wolfson Institute of Population Health**

Once you've identified your key focus areas these should be uploaded to the risk register.

Key focus areas e.g. survey question or factor, underlying issue identified through discussion	Summary of actions/mitigations relating to each key focus area including dates	Success factors including timelines	Measures of impact including timelines
<p>Enablement</p> <p>Feeling that the physical workspace was enjoyable to work in</p>	<p>To convene a working group to develop a plan for implementing hybrid working; to include representatives from all centres.</p> <p>To introduce a desk booking system so that offices can be used for meetings and all space can be used more flexibly.</p> <p>To improve the aesthetics by replacing broken furniture, hanging pictures etc.</p> <p>To improve the kitchen facilities and offer a wider range of amenities, i.e. fruit and other snacks.</p>	<p>Working group developed, with a nominated lead, which has sent a plan to WIPH leadership for review.</p> <p>Booking system active and room occupancy increased by 50% by end of 2023.</p> <p>Audit of buildings conducted and Estates given an action plan.</p> <p>Broken facilities fixed and amenities being used weekly.</p>	<p>Majority of staff (75%) working in the office at least three days per week – by December 2023.</p> <p>Amenities are used with low waste.</p>
<p>Learning & Development</p> <p>Feeling that there are good career opportunities for me at Queen Mary</p>	<p>To undertake a portfolio review of all roles with the aim of introducing a non-academic staff career framework to identify career pathways for similar groups of roles. To work towards consistent job profile templates with clearly defined criteria to that what is required to advance is clear.</p> <p>To introduce a skills gap assessment toolkit to support managers with assessing skills at the start of every appointment.</p> <p>To ring-fence a certain amount of time for L&D, including half days at Institute level where staff are encouraged to</p>	<p>Portfolio review conducted and recommendations developed - longer term, by end of 2023.</p> <p>Unit leads ensure progression criteria developed with every new role - from March 2023, to allow for dissemination.</p> <p>Template assessment toolkit developed by Q4 2023.</p> <p>Biannual or quarterly L&D half days implemented by the Institute by June 2023.</p>	<p>Staff undertaking L&D increases by 20% by end of 2023.</p> <p>Staff reporting increased career opportunities in next survey.</p>

	<p>focus on L&D. To work towards formally including L&D time in staff contracts.</p> <p>To signpost L&D offerings clearly on the WIPH Staff Zone site and in induction packs.</p> <p>To ensure all staff are assigned a mentor when the join and are made aware of other learning opportunities such as coaching, shadowing, secondments etc.</p>	All induction packs, including PGR packs, have been updated with L&D offerings and all incoming staff have been offered them by June 2023.	
<p>Feedback and Recognition</p> <p>When it is clear that someone is not delivering in their role we do something about it</p>	<p>To signpost expectations clearly on the WIPH Staff Zone site and in induction packs.</p> <p>To ensure all managers receive appropriate training with regards to performance management.</p> <p>To create a process workflow summarising routes for identifying and managing poor performance.</p>	<p>Staff Zone and induction documents updated and being used.</p> <p>System in place for recording and monitoring training.</p> <p>Process Workflow chart finalised and communicated to all staff.</p>	An initial increase in levels of performance management, followed by a decrease by the next staff survey.
Successes to share from 2022		Survey factors informing this	Links to existing work
Feedback and Recognition - Feeling the right people are rewarded and recognised		+11 on 2022	You Said – We Did Staff Zone Bullying & Harassment
Learning & Development - Feeling that there are good career opportunities for me at Queen Mary (ongoing)		+4 on 2022	
Collaboration & Communication - Feeling that there is open and honest two-way communications		+3 on 2022	
Behaviours - I am confident that appropriate action would be taken in my department, based on a report of bullying and/or harassment		+2 on 2022	
Key Focus Area still outstanding from 2022		Survey factors informing this	Links to existing work
Feeling that the physical workspace was enjoyable to work in (ongoing)		-3 on 2022	See above