

Annex 1

<b>1. HR</b>		
Key actions towards improvement	Key 2009/10 milestones	Lead
1.1 Develop and implement a Workforce Development Plan	Plan complete by 30 September 2009 Plan implement plan by 31 March 2010	Ian Floyd/Angela Wilkinson
1.2 Pay and Grading Implementation	Complete by 31 March 2010	Ian Floyd/Angela Wilkinson
1.3 HR Transformation Programme Phase 1 to be delivered: this includes e-recruitment, Delphi replacement and the creation of an HR Business Centre	Phase 1 complete by 31 March 2010	Ian Floyd/Angela Wilkinson

<b>2. Equalities</b>		
Key actions towards improvement	Key 2009/10 milestones	Lead
2.1 Meet all requirements of the Developing level of the Equality Framework	Complete by 31 March 2010	Bill Hodson/Evie Chandler
2.2 Facilitate the development of a joint approach to equality in access to services amongst LSP partners	Complete by 31 March 2010	Bill Hodson/Evie Chandler
2.3 Review the procurement strategy in the light of equalities duties	Complete by 31 March 2010	Bill Hodson/Evie Chandler
2.4 Deliver training on Equalities and human rights, particularly to members	Complete by 31 December 2009	Bill Hodson/Evie Chandler

<b>3. Health &amp; Safety</b>		
Key actions towards improvement	Key 2009/10 milestones	Lead
3.1 Carry out a Health & Safety (H&S) training needs analysis within each directorate	Complete by 30 September 2009	Director of Neighbourhood Services/Angela Wilkinson/ Jon Grainger
3.2 Deliver the H&S Training Plan to key managers	Complete by 31 March 2010	Director of Neighbourhood Services/Angela Wilkinson/ Jon Grainger
3.3 Achieve 2009/10 workplan goals for assessing levels of legal compliance for Health & Safety within each service area in line with key performance indicators set out in the CYC Safety Management System	Complete by 31 March 2010	Director of Neighbourhood Services/Angela Wilkinson/ Jon Grainger
3.4 Ensure all new H&S risks entered onto the corporate risk system have been reviewed by the H&S team to ensure appropriate control measures are in place	Ongoing from June 2009	Director of Neighbourhood Services/Angela Wilkinson/ Jon Grainger
3.5 Launch Health & Safety newsletter	Complete by 30 September 2009	Director of Neighbourhood Services/Angela Wilkinson/ Jon Grainger

<b>4. Member Training</b>		
Key actions towards improvement	Key 2009/10 milestones	Lead
4.1 Develop and agree Member Development Policy	Complete by 30 September 2009	Bill McCarthy/Quentin Baker
4.2 Agree annual programme 2009/10	Complete by 30 September 2009	Bill McCarthy/Quentin Baker
4.3 Agree implementation plan re achieving charter status	Complete by 30 September 2009	Bill McCarthy/Quentin Baker

<b>5. Project and Programme Management</b>		
Key actions towards improvement	Key 2009/10 milestones	Lead
5.1 Agree corporate adoption of common principles of project and programme management (via report to CMT and Executive)	Complete by 30 September 2009	Bill Woolley/Tracey Carter
5.2 Develop a range of Project Management templates and an assessment matrix to identify the appropriate level of Project Management control	Complete by 30 September 2009	Bill Woolley/Tracey Carter
5.3 Get agreement to common approach to Project and Programme Management via report to CMT and Executive	Complete by 30 November 2009	Bill Woolley/Tracey Carter
5.4 Develop agreed gateway process for project review	Complete by 30 September 2009	Bill Woolley/Tracey Carter
5.5 Analyse training requirements for project/programme management	Complete by 30 September 2009	Bill Woolley/Tracey Carter
5.6 Develop training programme	Complete by 31 December 2009	Bill Woolley/Tracey Carter

<b>6. Project and Programme Management</b>		
Key actions towards improvement	Key 2009/10 milestones	Lead
6.1 Review whistle-blowing and other conduct procedures	Complete by 30 September 2009	Ian Floyd/Pauline Stuchfield
6.2 Deliver training programme on the Officer Code of Conduct	Complete by 31 March 2010	Ian Floyd/Pauline Stuchfield

<b>7. Partnership Governance</b>		
Key actions towards improvement	Key 2009/10 milestones	Lead
7.1 Review current governance arrangements for partnerships and the current framework for the Compact	Complete by 30 September 2009	Ian Floyd/Pauline Stuchfield
7.2 Develop gap analysis between current compliance levels and the partnership guidelines	Complete by 31 March 2010	Ian Floyd/Pauline Stuchfield
7.3 Deliver training and awareness on good partnership governance, including member training	Complete by 31 March 2010	Ian Floyd/Pauline Stuchfield
7.4 To contribute towards the work of the York Compact Group in setting up a working group to develop principles of local conflict resolution	Complete by 30 September 2009	Ian Floyd/Pauline Stuchfield

<b>8. Internal Communications</b>		
Key actions towards improvement	Key 2009/10 milestones	Lead
8.1 Launch of the new intranet	Complete by 30 September 2009	Pete Dwyer/Matt Beer
8.2 Relaunch of News&Jobs and News in Depth	Complete by 31 December 2009	Pete Dwyer/Matt Beer
8.3 Develop a cascade system for team briefings	Complete by 31 March 2010	Pete Dwyer/Matt Beer

<b>9. Risk Management</b>		
Key actions towards improvement	Key 2009/10 milestones	Lead
9.1 Integrate risk reporting into the new Performance Management Framework	Complete by 30 June 2009	Ian Floyd/Pauline Stuchfield
9.2 Fundamental refresh of strategic risk register in line with the new Corporate Strategy	Complete by 30 September 2009	Ian Floyd/Pauline Stuchfield
9.3 Work with lead officers to address risks highlighted from partnership risk survey of significant partnerships	Complete by 30 September 2009	Ian Floyd/Pauline Stuchfield