

	Improvement Plan Update 2009/10		Annex A	
			KEY	Symbol
			Completed	√
			On track to complete by end of year	↑↑
			Started but not on track	⇒
			Not started, milestone dates missed	X
			Not started, milestone dates not reached yet	NS
	Key actions towards improvement	Key 2009/10 milestones	Lead	Status
HR	Develop and implement a Workforce Development Plan	Plan completed by 30 September 2009 - C33Plan implemented by 31 March 2010	Ian Floyd/ Angela Wilkinson	√
	Pay and Grading Implementation	Completed by 31 March 2010	Ian Floyd/ Angela Wilkinson	√
	HR Transformation Programme Phase 1 to be delivered: this includes e-recruitment, Delphi replacement and the creation of an HR Business Centre	Phase 1 completed by 31 March 2010	Ian Floyd/ Angela Wilkinson	⇒

	Key actions towards improvement	Key 2009/10 milestones	Lead	Status
Equalities	Meet all requirements of the Developing level of the Equality Framework	Completed by 31 March 2010	Bill Hodson/ Evie Chandler	↑↑
	Facilitate the development of a joint approach to equality in access to services amongst LSP partners	Completed by 31 March 2010	Bill Hodson/ Evie Chandler	√
	Review the procurement strategy in the light of equalities duties	Completed by 31 March 2010	Bill Hodson/ Evie Chandler	√
	Deliver training on Equalities and human rights, particularly to members	Completed by 31 December 2009	Bill Hodson/ Evie Chandler	⇒
Health & Safety	Carry out a H&S training needs assessment within each directorate	Completed by 30 September 2009	Sally Burns/ Angela Wilkinson/ Jon Grainger	X
	Deliver the H&S Training Plan to key managers	Completed by 31 March 2010	Sally Burns/ Angela Wilkinson/ Jon Grainger	↑↑
	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	Completed by 31 March 2010	Sally Burns/ Angela Wilkinson/ Jon Grainger	↑↑
	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	Sally Burns/ Angela Wilkinson/ Jon Grainger	√
	Launch Health & Safety newsletter	Completed by 30 September 2009	Sally Burns/ Angela Wilkinson/ Jon Grainger	√

	Key actions towards improvement	Key 2009/10 milestones	Lead	Status
Member Training	Develop and agree Member Development Policy	Completed by 30 September 2009	Bill McCarthy/ Quentin Baker	√
	Agree annual programme 2009/10	Completed by 30 September 2009	Bill McCarthy/ Quentin Baker	√
	Agree implementation plan re achieving charter status	Completed by 30 September 2009	Bill McCarthy/ Quentin Baker	⇒
Project and Programme Management	Agree corporate adoption of common principles of project and programme management (via report to CMT and Executive)	Completed by 30 September 2009	Bill Woolley/ Tracey Carter	⇒
	Develop a range of Project Management templates and an assessment matrix to identify the appropriate level of Project Management control	Completed by 30 September 2009	Bill Woolley/ Tracey Carter	X
	Develop agreed gateway process for project review	Completed by 30 September 2009	Bill Woolley/ Tracey Carter	X
	Analyse training requirements for project/programme management	Completed by 30 September 2009	Bill Woolley/ Tracey Carter	X
	Develop training programme	Completed by 31 December 2009	Bill Woolley/ Tracey Carter	NS
Code of Conduct Awareness	Review whistle-blowing and other conduct procedures	Completed by 30 September 2009	Ian Floyd/ Pauline Stuchfield	↑↑
	Deliver training programme on the Officer Code of Conduct	Completed by 31 March 2010	Ian Floyd/ Pauline Stuchfield	⇒

	Key actions towards improvement	Key 2009/10 milestones	Lead	Status
Partnership Governance	Review current governance arrangements for partnerships and the current framework for the Compact	Completed by 30 September 2009	Ian Floyd/ Pauline Stuchfield	√
	Develop gap analysis between current compliance levels and the partnership guidelines	Completed by 31 March 2010	Ian Floyd/ Pauline Stuchfield	↑↑
	Deliver training and awareness on good partnership governance, including member training	Completed by 31 March 2010	Ian Floyd/ Pauline Stuchfield	↑↑
Internal Communications	Launch of the new intranet	Completed by 30 September 2009	Pete Dwyer/ Matt Beer	⇒
	Relaunch of News&Jobs and News in Depth	Completed by 31 December 2009	Pete Dwyer/ Matt Beer	NS
	Develop a cascade system for team briefings	Completed by 31 March 2010	Pete Dwyer/ Matt Beer	NS
Risk Management	Integrate risk reporting into the new Performance Management Framework	Completed by 30 June 2009	Ian Floyd/ Pauline Stuchfield	√
	Fundamental refresh of strategic risk register in line with the new Corporate Strategy	Completed by 30 September 2009	Ian Floyd/ Pauline Stuchfield	√
	Work with lead officers to address risks highlighted from partnership risk survey of significant partnerships	Completed by 30 September 2009	Ian Floyd/ Pauline Stuchfield	√