








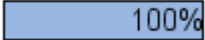




Corp- WFP- 2020-21



Generated on: 19 July 2021

1. Addressing the gap between current workforce supply and predicted future demand

Action Code & Title	Status	Progress	Due Date	Latest Note
WFP/2021/Corp /01 Proactive identification of SWITCH redeployment for areas of workforce growth		 100%	31-Mar-2021	We had 11 enquiries that had to put on hold due to Coronavirus and the guidance in place. We were able to move ahead with 6 who were already in an ELCC as Early Years Assistants or Learning Assistants. 6 have completed their training and are seeking employment in ELCC. Two have already been successful in securing ELCO roles.
WFP/2021/Corp /02 Proactive identification of opportunities to develop the workforce		 100%	31-Mar-2021	funding secured through working for U to support the career changers programme this year
WFP/2021/Corp /03 Continue to support culture of continuous improvement,		 100%	31-Mar-2021	Complete for this year being developed and adapted for virtual delivery and support materials



Action Code & Title	Status	Progress	Due Date	Latest Note
developing quality improvement skills across middle managers				
WFP/2021/Corp /04 Identify and support relevant projects for continuous improvement		 100%	31-Mar-2021	Projects being managed through Digital Transformation Board with some delay in projects due to Covid. Fit for Future programme agreed and commenced.
WFP/2021/Corp /05 Continue to explore opportunities for cross organisational working		 100%	31-Mar-2021	
WFP/2021/Corp /06 Continue to embed succession planning and talent management programmes		 100%	31-Mar-2021	Complete for this year being developed and adapted for virtual delivery and support materials

2. Addressing the gap between current and required additional workforce capabilities

Action Code & Title	Status	Progress	Due Date	Latest Note
WFP/2021/Corp/07 Review results of digital skills survey carrying out training needs analysis accordingly in order to support the digital transformation agenda		<div style="background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>	31-Mar-2021	Complete
WFP/2021/Corp/08 Further develop leadership skills within services in line with the People Management Framework.		<div style="background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>	31-Mar-2021	Complete for this year being developed and adapted for virtual delivery and support materials. Will be ongoing.


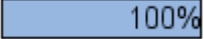



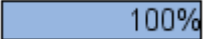
3. Improving resilience within teams


Action Code & Title	Status	Progress	Due Date	Latest Note
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Action Code & Title	Status	Progress	Due Date	Latest Note
WFP/2021 /Corp /09 Continue support implementation of Employee Wellbeing Strategy including providing representation on Employee Wellbeing Advocate and Managers Group.		<div style="background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>	31-Mar-2021	Representation has been provided to Advocate and Managers groups with the service participating in a number of initiatives to support employee wellbeing throughout the year. This has including running a virtual book club, attending mental health webinars, conducting wellbeing surveys and providing targeted support to the teams who experienced particular challenges throughout the year.
WFP/2021 /Corp /10 Embed 'Be the Best' conversations into organizational culture to ensure opportunities exist to recognize employee contribution, employee		<div style="background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>	31-Mar-2021	Complete for this year and ongoing




Action Code & Title	Status	Progress	Due Date	Latest Note
wellbeing and learning and development				

4. Ensuring clear, effective and stable organisational design







Action Code & Title	Status	Progress	Due Date	Latest Note
WFP/2021/Corp /11 Identify opportunities to introduce holistic/whole systems service review exercises		 100%	31-Mar-2021	Fit for Future reviews undertaken with a programme for the ongoing years across all services
WFP/2021/Corp /12 Supporting different work styles to best support home working and social distancing in line with COVID government guidance		 100%	31-Jul-2020	Additional work styles added to the system and an exercise carried out to ensure that a work style is held for each post along with a working from home category for each employee to support all employees to work from home or return to work as appropriate in line with government guidance
WFP/2021/Corp /13 Improved		 100%	31-Aug-2020	23 workforce updates sent since pandemic started (as at August) this is still a current action - with 46 updates to date.

Action Code & Title	Status	Progress	Due Date	Latest Note
communication frameworks with employees and managers to translate the national messages and government guidance				
WFP/2021/Corp /20 Increased on line training provision for policy and practice to best support managers and employees		<div style="background-color: #ADD8E6; width: 100%; text-align: center;">100%</div>	31-Dec-2020	<p>Milestones not set for this action as Covid related work took priority.</p> <p>On-line training delivery up and running for:</p> <ul style="list-style-type: none"> • Welcome Induction • Building Services Leadership training • MS Teams • 30-OD minutes • HR Half Hours <p>A new booking approach has also been developed whereby employees can quickly and easily book (& cancel) training without logging into HR21.</p>

5. Addressing workforce diversity Objectives

Action Code & Title	Status	Progress	Due Date	Latest Note
WFP/2021/Corp /14 conclude the Scottish Local Government Living Wage (SLGLW) exercise with deletion of the grades below SLGLW.		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	01-Dec-2020	
WFP/2021/Corp /15 Actions to address specific duties associated with disability – manual data verification exercise.		<div style="width: 75%;"><div style="width: 75%; background-color: #4f81bd; color: white; text-align: center;">75%</div></div>	31-Dec-2020	This was moved due to COVID. The preparation has been done and this is now scheduled for October.
WFP/2021/Corp /16 Annual equalities monitoring report		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	30-Sep-2020	Complete

6. Improve use of technology and new ways of working

Action Code & Title	Status	Progress	Due Date	Latest Note
WFP/2021/Corp /17 Provision of technology to support new workstyles to enable more home and flexible working.		 100%	31-Dec-2020	
WFP/2021/Corp /18 Utilise and support the development of the Workforce Management console to better inform decisions and service delivery plans		 100%	31-Mar-2021	
WFP/2021/Corp /19 Further develop and roll out of induction app		 100%	31-Dec-2020	Induction app complete and launched