

STAFF SURVEY ACTION PLAN

Name of School/Faculty/Directorate/Organisational Unit: **FLS**

Name of Author: Natalie Liddle & Simon Merrywest

Date: August 2015

Please record your principal actions points (3-5 actions overall)	Person Responsible	Timescale	Progress and Evaluation Include dates of meetings in progress, reports and details of how staff are engaged in the process	Action Completed	Notes
1. Managing Change					
Summary of feedback from survey	<ul style="list-style-type: none"> 45% of respondents do not feel consulted about changes that affect their team or the Faculty, 44% feel that change is not managed well and 55% do not feel they have seen positive changes in the last 12 months. 				
Action/description of planned activity:					
All Faculty developments should be communicated via the FLS Internal Update and Director's Brief (PSS staff), this should be promoted as the key resource for all staff to access relevant and timely changes.	Natalie Liddle				
Increase the frequency of FLS Open Meetings particularly through the implementation period of creation of the new FMHBS (working title). Timings and location to be carefully considered to encourage greater staff attendance.	Martin Humphries/ Simon Merrywest				
Faculty's Comms Teams to work closely together to ensure timely and consistent information is delivered to staff.	Natalie Liddle				
2. Workload and work-life balance					
Summary of feedback from survey	<ul style="list-style-type: none"> 70% of respondents feel that they have to put in a lot of extra time in the last 12 months to meet the demands of their workload. 34% feel unable to take regular breaks and are unable to handle all the conflicting demands on their time at work. 29% do not feel they have a good work-life balance and 32% do not feel that their immediate manager helps them with this. 				
Action/description of planned activity:					
Promote family friendly / flexible working policies across all groups of staff via internal comms	Natalie Liddle				
Review training opportunities that are available to all staff at Faculty and University level around personal development and look for potential gaps in training offered, set up a series of lunchtime courses to combat stress	Sarah Ingham				

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Include regular feature in FLS Update focussing on 'Wellbeing' related policies and highlighting the services that the University offers around managing stress in the workplace	CMLT				
3. Communication					
Summary of feedback from survey	<ul style="list-style-type: none"> 48% do not feel there are effective channels for them to feed their views upwards in the University and 36%, on the whole, do not feel that communication within the University is effective, the same proportion do not feel communications between teams/sections are effective. 36% of respondents do not feel the President's Senior Leadership Team listen and respond to the views of staff and 29% do not feel that SLT communicate well and keep staff informed on important issues. 				
Action/description of planned activity:					
Advocate Section Meetings as the forum for academic staff to feed views upwards, Section Heads should be briefed that all concerns and viewpoints are communicated at FLT.					
4. P&DR and Training and Development Opportunities					
Summary feedback from survey:	<ul style="list-style-type: none"> 58% of staff reported having a P&DR in the last year and 49% say that they received the training and development identified in their P&DR 				
Action/description of planned activity:					
Promote new University on line P&DR process across all FLS comms channels, current target date for launch is Christmas 2015	Natalie Liddle				