

STAFF SURVEY 2015: ACTION PLAN TEMPLATE

Name of: Faculty / School / Directorate / Organisational Unit: **Professional Support Services/Library & Cultural Institutions**

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Notes:

- Your plan should record those actions which respond directly to local findings, it should list **no more than 3-5 achievable actions overall**
- You may wish to include items from your Staff Survey 2013 outcomes which are still relevant and in progress
- Further advice on action planning is available in the supporting document: Staff Survey 2015: Manager's Guidance for Action Planning

Please record your principal actions points	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
Summary feedback from survey:	Question 1.9 – Support staff are valued as part of the University community - PSS AMBER; 2 RED/3 AMBER				
Action/description of planned activity:					
<ul style="list-style-type: none"> • Focus groups to unpick the reasons why support staff don't feel valued and how this may be addressed 					
<ul style="list-style-type: none"> • Review success and usage of "Thank you Scheme" 		2016/17			
<ul style="list-style-type: none"> • Clarify/review and communicate the 'policy' on assigning an academic lead to University-wide projects 					

<i>scheme</i>					
<ul style="list-style-type: none"> Initiate a discussion with central communications/senior staff about the extension of "Coremunicate" to all University staff, not only PSS, and extend opportunities for upwards feedback 					
<ul style="list-style-type: none"> Review and extend the PSS 'behaviours' to apply to all staff on a University-wide basis. 					
Summary feedback from survey:	Question 8.5a – I feel the University acts fairly with regard to recruitment – PSS AMBER; 5 RED/2 AMBER				
Action/description of planned activity:					
<ul style="list-style-type: none"> Restate and re-publicise all current recruitment policies, 					
Summary feedback from survey:	Question 9.2 - respondents felt that they had a comfortable workspace including temperature, lighting etc – PSS AMBER; 4 RED/2 AMBER				
Action/description of planned activity:					
<ul style="list-style-type: none"> Local Schools/Directorates/LCI's to extend the role of health & safety reps to include work spaces/areas to ensure these are given 		31 December 2015 and ongoing as appropriate			

regular and adequate attention					
Summary feedback from survey:	Question 9.3 - respondents felt that they had a place where they could go for a break at work – PSS AMBER; 5 RED/4 AMBER				
Action/description of planned activity:					
<ul style="list-style-type: none"> Publicise the campus map showing all refreshment facilities for staff 		31 January 2016			
<ul style="list-style-type: none"> Evaluate the costs and practical consideration of the introduction of standard “branding” for signage of rest break areas 	Estates & Facilities	31 December 2016			
<ul style="list-style-type: none"> Faculties/Schools to consider the rationale for academic only rest areas for all staff 	Director of Faculty Operations	31 December 2015			
<ul style="list-style-type: none"> Consider the provision in all new building projects/refurbishments of adequate break areas for staff 	Directorate of Estates & Facilities	ongoing			