

Appendix B – The Alliance Employee Survey 2023 Action Plan

Theme	Action - Description	Action Owner	Review Date
Equality, Diversity & Inclusion	Review the frequency and content of equalities training.	Head of OD and Transformation	Apr-24
Health & Wellbeing	Whistleblowing policy reviewed	Head of Service - Audit	Mar-24
	Whistleblowing policy - sign-posting in Team Talk increases from twice yearly, to quarterly reminders	Head of OD and Transformation	Mar-24
Leadership & Management	More frequent updates to staff on key project progress and new projects and events - set-up a Microsoft form to enable staff to submit updates for Team Brief.	Head of OD and Transformation	Jun-24
	Introduction of new Appraisal approach - improving quality and frequency of feedback	Heads of Service	Jun-24
	Alliance Management Team (AMT) meeting to continue to include standing item to confirm key messages for Team Brief.	Heads of Service	Ongoing
Learning & Development	Line managers to offer at least one learning & development opportunity to their direct reports per year which supports delivery the Council's corporate objectives (in additional to mandatory training)	Heads of Service	Jun-24
	Publication of a schedule for learning & development, that looks up to six months ahead.	Head of OD and Transformation	Apr-24
	Learning & Development policy to simplify and clarify arrangement for seeking management approval/support, and information required by HR in advance.	Head of OD and Transformation	Jun-24
Satisfaction & Engagement	Arrange training in online tools for Legal & Elections team (including Westlaw) to explore its full functionality including AI.	Head of Service - Legal & Elections	Jun-24
	Regular quarterly review meetings to ensure consistency between electoral processes, where possible, across Councils	Head of Service - Legal & Elections	Jun-24
	Include a standing item on team meeting agendas, for staff suggestions on improving ways of working to better support delivery of the corporate objectives	Heads of Service	Mar-24
	Include a standing item on team brief agendas to feedback emerging strategic themes from AMT	Heads of Service	Mar-24

	Publish an easy read version of the pay scales, including guidance on how job evaluation determines pay grading	Head of OD and Transformation	Mar-24
	Publish the findings of the 2023 pay benchmarking report	Head of OD and Transformation	Feb-24
	Review the restriction on applying for flexible working only after 3 months in the role - and the way in which vacancies are advertised as "remote" or "hybrid" working.	Head of OD and Transformation	Mar-24
	Review performance in role at the 3 month and 6 month probation, with direct reference to the job description.	Heads of Service	Jun-24
	Within appraisal discussions, reflect with staff member as to how their role links to fulfilling the corporate plan and/or statutory functions of the council(s).	Heads of Service	Jun-24
	More information included within corporate induction on how the council(s) makes decisions (e.g. Cabinet, scrutiny committees etc.) and how new projects/ideas can be best put forward.	Head of OD and Transformation	Jun-24
	Review existing arrangements for how staff access admin and other essential supplies	Heads of Service	Jun-24
	Review travel and subsistence arrangements, addressing late night working and site visits.	Head of OD and Transformation	Mar-24
	Increase the level of engagement & consultation with staff involved in Alliance projects and planned changes and/or service developments.	Heads of Service	Jun-24
Teamworking	Update the "Telephone Directory" with job titles and brief role summary (based on job description content)	Head of OD and Transformation	Jun-24
Working Flexibly	Review of ideas and suggestions for introducing more flexible working arrangements within Customer Services (with support from HR)	Head of Service - Customer Services	Mar-24