High Level	Detail	Apr-June 2023 Qtr 1	July-Sept 2023 Qtr2	Oct-Dec 2023 Qtr3	Jan-Mar 2024 Qtr 4	Apr-June 2024 Qtr 1	July-Sept 2024 Qtr2	Oct-Dec 2024 Qtr3	Jan-Mar 2025 Qtr 4
Union Engagement	Ongoing								
Policies - All - Prioritise Policies	Disciplinary	■							
	Grievance			■					
	Capability			■					
	Recruitment & Selection Policy	■	■						
Elections	HR/Comms support for Elections	■	■						
Smarter Working & the Working Environment									
Link to Digital Strategy (Customer Jouney)	Review Strategy and links to People Strategy	■							
Ways of Working Group	Link to behaviours - Agile Guidance update	■	■						
Office Accommodation	Link to Relocation project	■	■	■					
Flexible working - links to Agile	Update policies - Time Recording and Flexi Policy	■	■	■					
Salary Sacrifice Car Lease Scheme	Procure and develop scheme - Electric Cars	■	■	■					
Links to Climate Change agenda	Ongoing								
Links to Sustainability Officer Group	Ongoing								
I Trent improvements & system implementation	Ongoing	■	■	■	■				
People (Workforce) Planning, Organisational Development & Performance									
Terms & Conditions	Review as part of links to other areas		■	■	■				
Job Families	Efficiencies as part of job profiling	■	■	■	■	■			
HR Handbook (Intranet Review)	Update and review of Policies as part of Intranet project	■	■	■	■	■			
Data and Monitoring - Trends and Analysis for service plans, HRBPs	Reports provided to SLT for vacancy control and establishment updates	■	■						
People Recruitment, Retention and Brand Identity									
How we recruit	Different application forms eg Apprentices, casuals, internal	■							
	Using cvs	■							
	Where we advertise/analysis of recruitment media/individual recruitment campaigns		■						
	Survey amongst new recruits (internal & external) re how we did?		■						
	Review branding /Values / Insider Guide (internet and intranet) "Employer of Choice" – how information is presented, video		■						
	Use of video in recruitment eg Video recruiting/video adverts		■						
	Recruitment incentives (welcome payment, Market forces supplement, refer a friend), retention payment, benefits	■							
	Peer Review feedback – Recruitment & Retention		■						
Support for Managers	New intranet recruitment pages – how to guides			■					
	Recruitment tool kit – advert wording, shortlisting, interview pack/questions, how to onboard, templates, induction	■	■	■	■				
	Recruitment flowchart	■	■	■	■				

Category	Action	1	2	3	4	5	6	7	8	9	10
	Review/update of Recruitment & Selection Policy	X	X	X	X						
	Manager access to Recruitment portal for applications	X									
	Workflows re candidates withdrawing from process	X									
	Use of digital Right to Work checks (IDVT)	X									
	Review of DBS/BPSS checks	X									
Grow our Own	Apprentices 2023 Review	X	X	X							
	Work experience external/internal – page on intranet, liaison with schools, commitment from managers	X	X	X							
	T levels	X	X	X							
	Career Grades	X	X	X							
	Paid internships	X	X	X							
Refreshing the Benefits	Review Intranet pages – promotion of existing benefits		X								
	Applause Box (Part 2) - Evaluation of Part 1	X									
	Buying / selling annual leave					X					
	Salary sacrifice workplace giving					X					
	Staff offers eg Microsoft office					X					
	IVF support / fertility treatment leave					X					
	Foster Care Policy					X					
	Pre adoption leave					X					
Leavers	Turnover	X	X	X	X						
	Leaver reason analysis	X	X	X	X						
	Exit interview form	X									
Reward & Recognition	Applause 2										
Systems/Data	Changes to annual leave year for all staff	X	X	X	X						
	Probationary period changes		X								
People Equality Diversity & Inclusion											
EDI Strategy	Compare best practice with other organisations	X	X								
Task & Finish Group recommendations	Link to and highlight in EDI action plan	X	X								
Equality Impact Assessments	Update guides and provide training to Managers	X	X								
Gender Pay Gap/Equality Pay Gap analysis	Review of trends and SMART actions in conjunction with other initiatives within the EDI plans	X	X								
Accessibility & Inclusivity of communications	Review of how and who we communicate with	X	X								
People Learning and Development											
Workforce Planning - Link to Service Area Plans	Service Area Workforce planning										
Appraisals	Update to systems	X	X								
Personal Development Plans	Link to Appraisals -										
The way we deliver	Face to face/Remote/E-Learning	X	X								
Evaluation	Blended training - Evaluation	X									
E-Learning	Review of how we can we use more effectively as part of agile working		X								
People Health & Well-being											
Thrive Silver	Review framework and actions	X	X								
Health & Well-being Strategy and Actions	Ongoing	X	X								
BUPA - Health & Well-being	Promotion of Scheme and benefits	X									
Occupational Health	Link to Applause Box	X									
Health & Safety	Link to Health and wellbeing where required - quarterly Health and Safety Committees	X	X								

People Communications & Engagement									
Marketing Strategy - review and update	Reference Business Strategy, EDI		██						
Social Media strategy - review and update	Reference EDI		██						
Internal comms strategy	Supports organisational devt & performance and smarter working		██						
Develop WDC Brand - employees	Link to recruitment, retention & brand identity			██					
Develop WDC brand - external	Link to customer journey			██					
Refresh mission/vision	Align with recruitment, retention & brand identity			██					
Refresh values	Align with internal and external brand			██					
Support for councillors as spokespeople	To support external brand, deliver vision/mission		██						
Review Website	Link to digital strategy, customer journey			██					
Support and promote corporate groups	Eg. Staff Voice, HWB, WOW, TSG, MF	██							
Effective engagement with Unions	Link to internal communications strategy	██	██	██					
Developing and using customer insight eg. Surveys	To support external brand, deliver vision/mission	██	██	██					
Support managers with communicating news	Links to support for managers	██	██	██					
Review and improve all communications platforms	Internal and external	██	██	██					