

WRES Action Plan 2019/2020

Following completion of the WRES Report 2019 the following action plan have been agreed

| Concern  | Actions Agreed  | Progress Update   | By Who?          | Action Due date |
|--|---|---|------------------|-----------------|
| 8 employed staff have not completed the staff contact details form which was introduced in 2017. These were all staff that were recruited prior to 2017. These staff cannot therefore be included within WRES data as have not self declared ethnicity                         | HR department to request updated staff details form from these staff  |   | Helen Rudden     | 31/01/2019      |
| Employed staff are not routinely completing individual training logs which are used to analyse access to non mandatory training. Senior management are confident that specific staff have completed non mandatory training however this cannot be reflected in the WRES report | 1. Importance of additional training log completion to be discussed at all team meetings  |   | 1. James Cousins | 31/01/2019      |
|  | 2. Completion of additional training logs to be included on weekly 1:1 forms following discussion of Personal development which is included on the current 1:1 agenda | Agenda updated for all staff levels. Completed 17/12/2019 | 2. Anna Bernard  | 31/01/2019      |
| 30% of staff have completed a staff survey. Whilst there was equal representation from both white and BME staff, the responses received may not provide representation of the wider staff who have not responded   | Importance and reason for staff survey to be discussed in team meetings prior to 2020 survey being distributed.   |   | James Cousins    | 01/11/2020      |
|  | HR department to provide at least 1 months response time for staff surveys to encourage response.   |   | Helen Rudden     | 30/11/2020      |