

Appendix 1 – Update on Short term objectives

<u>Theme</u>	<u>Action</u>	<u>Deadline</u>	<u>Comments</u>	<u>Status</u>
Projects	Introduce "Project of the month" intranet story on small, lesser known projects	November 2015	Process for scheduling intranet editorial content being developed for November launch This deadline has been moved from the original October deadline	Complete
	Discussion of Olympicopolis at alternate All Staff meetings	November 2015	Olympicopolis was covered in December staff meeting and another update is scheduled for February	Complete
	Add an Olympicopolis page to the "What we do" section of the intranet to be regularly updated	November 2015	"projects" section has been added to the "what we do section" - information about Olympicopolis is included in this section - this will be updated following the staff meetings with all the projects that have been introduced - comms to confirm (need to check back)	Complete
	All Staff meetings to include project profiles	November 2015	Updates have been given on Paralympicopolis and the 2016 events programme in the last all staff meetings	Complete
People	Improve internal communications for job vacancies at LLDC	October 2015	All jobs are now on the intranet home page and opportunities are included in the newsletter or via all staff email	Complete
	A dedicated page on the intranet for L & D opportunities	December 2015	L&D page is now live on the intranet with links to the LLDC training providers page, MPA, WIG and a schedule of "learning lite" sessions have been scheduled to take place Jan-Apr	Complete
	ABC approach to meetings: Agenda Be timely & focused Clarify and agree actions	October 2015	This went out in the All staff newsletter	Complete
	Encourage Employee Forum members to raise awareness of their work	October 2015	The employee forum have a page on the intranet and the minutes and terms of reference are published	Complete
	Make the Employee Forum page on the intranet more active	November 2015	The employee forum have a page on the intranet and the minutes and terms of reference are published	Complete
	Create an intranet page for the Management Forum - highlighting it's role, the members and forth coming meeting dates	November 2015	The Management forum have a page on the intranet and minutes have been loaded to the page	Complete
	Produce a Job Evaluation policy and run "drop in" sessions	December 2015	New policy is live on the intranet and the job evaluation session slides have been published	Complete
	Newsletter to be sent out by 1pm on a Friday	October 2015	Newsletter is being sent out by 2pm	Complete
	Staff to be alerted of major announcements and developments via emails and ad hoc briefings	October 2015	Ad Hoc announcements are now being sent out via all staff emails	Complete
	EMT summary/business news to be sent out following the monthly management review meeting	October 2015	EMT round ups have been sent out as agreed	Complete
	David Edmonds to host an informal post main Board meeting to update the staff on decisions	November 2015	Updates occur outside David's office and a follow up email is sent out afterwards	Complete
	David Goldstone to sit in one team meeting per month	November 2015	David has been attending team meetings on a monthly basis	Complete
	David Goldstone to visit Park HQ monthly	November 2015	David has been attending team meetings on a bi-monthly basis	Complete
	TV used to better effect in reception	December 2015	Comms have confirmed that this will not be taking place	

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People (contd)	Consultants to be added to the intranet	November 2015	Consultants have been added to the Intranet and have photos loaded to the intranet New sections have been set up for "partner organisations" to show ECHO/FFL/E20 LLP	Complete
	Review the locked drives on O:/drive	December 2015	Audit trail will be set up to track and set up alerts for when a request is issued for access to a restricted folder or drive. Review has been performed on all the folders to ensure that the right people have access. Civica have been asked to send regular reports on permission requests.	Complete
	Review social activities on offer to staff	October 2015	Social committee has undergone a rebrand and notice boards have been placed in the print rooms. A calendar of events has been put together for 2016	Complete
	New cleaning contractor to be in place Autumn 2015	December 2015	Contract has been awarded and the new supplier has commenced work Jan 2016	Complete
	Issues with lift reported to Landlord	October 2015	Lift issues have been reported to the landlord and improvements have been made I.E vocal announcements. The landlord is proposing to upgrade the software in the next financial year to improve the functionality in terms of sending lifts down.	Complete
Processes	Appoint process "owners" and "champions" for the key processes	December 2015	This piece of work has been pushed back as it need to link into the work that is taking place on the Project Management methodology	To be completed April 2016
	Produce process flow charts for the intranet	December 2015	This piece of work has been pushed back as it need to link into the work that is taking place on the Project Management methodology	To be completed April 2016
	Conduct an audit of the current forms and implement online forms where relevant	March 2016	New forms have been created and testing is currently taking place. These will also be launched in April 2016 to ensure all forms and processes flow and work together correctly	To be completed April 2016
	Process awareness training to be included in the new starter induction documentation	December 2015	First session taking place in January - Induction completion is now on the probation form	Complete