

Appendix 2 - Action Plan

Our Priorities for the Future

Strategic Plan Reference	Actions	Measure	Timescale
1. Recruitment and Retention			
1.1, 1.2, 1.3, 1.5, 3.1	<p>1.1 Review effectiveness of current recruitment practice to attract suitable candidates and explore opportunities to target advertising towards specialist roles to ensure that the College continues to recruit suitable staff with the skills and experience necessary to deliver operational and strategic objectives whilst maintaining an awareness of the recruitment budget for the financial year.</p> <p>Responsibility HR/Gender Action Planning Group</p>	<ul style="list-style-type: none"> Recruitment plan to target specialist roles An increase in the number of suitable candidates for all vacancies and specialist roles 	<p>July 2018</p> <p>Ongoing - initial report March 2018 July 2018</p>
1.1, 1.2, 1.3, 1.5, 3.1	<p>1.2 Examine opportunities for Positive Action in recruitment and promotion to increase the number of employees employed with one or more Protected Characteristics (Equality Act 2010), where relevant.</p> <p>Responsibility HR/ Gender Action Planning Group</p>	<ul style="list-style-type: none"> Recruitment plan to attract candidates with a protected characteristic to apply to the College <u>to form part of Operational Planning process.</u> Increase awareness of the College as a fully inclusive employer to encourage disclosure rates prior to the interview Increased number of applicants disclosing protected characteristics 	<p>August 20187</p> <p>December 2017 October 2018</p> <p>June 2018Ongoing - initial review</p>

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			March 2018 (Gender Action Plan by 2030)
	2. Skills and Behaviours		
1.2, 1.3	2.1 To provide visionary leadership to motivate the workforce to deliver roles effectively. Responsibility SMT	<ul style="list-style-type: none"> Investors in People Report Investors in Diversity Report Annual Report SFC and Education Scotland Reports 	June 2022, March 2018
1.2, 1.3	2.2 To ensure managers can develop teams to demonstrate flexibility, innovation and decision making. Responsibility SMT and HR	<ul style="list-style-type: none"> Investors in People Report Operational Planning Academic Board Self-Evaluation 	March 2018, June 2022
	3. Workforce Development		
1.1, 1.2, 1.3, 1.5, 2.1, 3.2	3.1 Develop a succession plan for all management roles that will be fully integrated with the recruitment process, career review process and leadership development. Responsibility Head of HR/SMT	<ul style="list-style-type: none"> Succession plan Leadership development plan 	June 2019, June 2018
2.4, 2.5, 3.4	3.2 To develop organisational development plans in response to change within the College sector. Responsibility Head of HR/SMT	<ul style="list-style-type: none"> Organisational development plans 	Ongoing, June 2022
1.5, 3.2	3.3 To increase the percentage of teaching staff holding a formal teaching qualification and support provided, where possible and within the constraints of the staff development budget. Responsibility HR/SMT	<ul style="list-style-type: none"> Increased number of teaching staff gaining the qualification on an annual basis. 	August 2017/ Ongoing, June 2022

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1.4, 1.5, 3.2	3.4 To continue to deliver a wide range of staff development sessions that continue to develop the staff, within the constraints of the staff development budget. Responsibility HR	<ul style="list-style-type: none"> Staff Development day programmes Evaluation forms 	Ongoing-June 2022
4. Pay, Reward and Recognition			
2.4, 3.4, 3.3	4.1 Maintain a full awareness of national negotiations and the potential impact on staff and operational activities within the College planning accordingly. Responsibility HR/SMT	<ul style="list-style-type: none"> Plans for any proposed action. Minimum impact on College activities. 	Ongoing-June 2022
2.4, 3.4, 3.3	4.2 Conduct financial impact analysis of any pay increases awarded to staff as part of the national negotiations and assess the impact on the College budget. Responsibility Head of Finance	<ul style="list-style-type: none"> Financial analysis Pay awards 	June 2022 Ongoing
1.4, 2.4, 3.4, 3.3	4.3 To continue to provide a competitive benefits package within the current financial and national bargaining constraints. Responsibility Head of HR/SMT and Head of Finance	<ul style="list-style-type: none"> Annual benefits audit Benefits booklet 	March 2018 June 2022
5. Health and Wellbeing			
1.1, 1.4,	5.1 To continue to promote a health and wellbeing agenda that is focused on the diversity of the workforce.	<ul style="list-style-type: none"> Workforce demographics Benefits booklet Annual Health and Wellbeing event Equality and Choices event 	March 2018/Ongoing June 2022

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