

**INQUIRY ACTION PLAN**  
**NOTIFICATION OF COMPLETED ACTION**

<b>Strategic Officer</b>	<b>Lead</b>	Netta Meadows, Chief Executive
<b>Recommendation</b>		Not formal recommendation – additional one added by Chief Executive to the action plan.
<b>Outcome number and summary</b>	14.	All additional learning and opportunities from the Inquiry Report are identified and implemented.
<b>Action</b>	e)	Create a cycle of continuous improvement to culture, by putting in place an Annual Employee Survey and regular engagement with staff to address areas identified for improvement.
<b>Deadline within Plan</b>		May 2022 - ongoing

**1. MEASURES TAKEN**

**Detail here the specific actions taken to meet the identified outcome.**

In June 2022 a new annual Employee Survey has been launched with staff. This is currently “open” and communications with staff, encouraging feedback is currently taking place

**1B. ASSOCIATED DOCUMENTS**

**Note here any documents attached as being relevant to this action**

None

**2. BENCHMARKING**

**Explain what steps have been taken to measure the actions taken against best practice.**

Not applicable

**3. EXTERNAL AGENCY INVOLVEMENT**

**Where the Action Plan identifies a third party dependency, explain here the involvement and approval of any such party.**

None

**4. ONGOING MONITORING ARRANGEMENTS**

**Where relevant, what steps have been put in place to ensure ongoing review of this action?**


It is anticipated that this survey is an annual event. The responses from this year will form a baseline for future years, to show improvements or changes in responses. This will provide a very detailed monitoring data set moving forward.

#### 5. HOW DOES THE ACTION MEET THE OUTCOME?

**Explain briefly how the steps taken will achieve the desired objective?**

The outcome being sought was to ensure regular engagement with staff, through the survey. In addition to this we have also commenced "Coffee & Cake" sessions with staff – inviting staff to meet with members of SLT on a regular basis. The first one of these has taken place, with the second one happening in June. These are providing a valuable insight into issues and culture of the organisation which SLT are discussing following each meeting.

#### **Approval by Review Group:**

Date:	15 June 2022
Comments/amendments:	None
Was the action completed within the Action plan timeframe?	No – the survey was not launched until June, and so the deadline slipped a few days. It is not felt this presents any concerns or issues.
Signature of Chair:	

#### **Approval by Council:**

Date:	
Comments/amendments:	
Signature of Chair:	