



Imperial College Union Appointments and Remuneration Committee

17th September 2018

AGENDA ITEM NO.	8
TITLE	Update on Investors In People Re-assessment
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EXECUTIVE SUMMARY	<p>As a result of the IIP assessment in February 2018 the Union has been awarded Gold amnesty on the condition that the organisation works on an action plan that seeks to address the necessary areas of the framework by 26 February 2019.</p> <p>IIP have now received a final copy of the proposed action plan and we will secure dates for re-assessment in December 2018. In the meantime a project planner will be created to assign key areas of work across the organisation with monthly update reports being discussed during SMG meetings.</p>
PURPOSE	Provide update to committee on IIP progress.
DECISION/ACTION REQUIRED	None required.

IIP Action Plan

What?	Who?	When?
Induction pack in use for all new recruits	ADS	End Sept
Reward and Recognition framework document complete and shared	ADS	End Sept
Refresh and publicise Meeting purpose framework	JOH	End Sept
JD revision plan – all JDs and PS to be thoroughly reviewed over three-year cycle. Starting with those reviewed longest ago.	All SMG	Sept
121s to include role-responsibility discussions – establishing clarity around base expectations vs development opportunities	JOH-SMG-SMT	Oct onwards
Introduce a schedule of SMG-led, face to face meetings.	JOH / KL	Schedule by end Sept, delivery ongoing.
Project mapping exercise rolled out (cross working / dependencies)	JOH	Stage A – 13 September Stage B – May '19
Building refresh incorporating Union Values	KL / ADS	Sept
Fewer, clearer objectives	All SMG	13 September
Trebled team / directorate away day budgets	MM	August
Staff wellbeing Programme – established and rolled out	ADS	1 st January 2019
Establish and communicate each team and directorate vision (including SMG)	JOH and SMG	December
All SMG objectives shared	JOH and SMG	September
Review and re-publicise project working groups	JOH and SMG	December
Repeat Communications on: <ul style="list-style-type: none"> • Strategy / Direction • People Strategy • Our commitments • Flexible working • L&D framework • Team / directorate away days • Pay relativity processes • Induction / Handbook • Staff pages 	JOH, SMG and ADS	From now!

Other / later:

- Annual evaluation of L&D, A2T effectiveness and impact – June / July 19. ADS / JOH.
- Job manuals for each position – Contingency & succession planning working group.

