

Recruitment and Retention of Social Workers - Project Plan

Luton Borough Council

		Implementation Task/Activity	Who	RAG	26-Oct	02-Nov	09-Nov	16-Nov	23-Nov	30-Nov
#										
1		Recruitment								
	1.1.1	Scope digital marketing options to drive activity to the site	IH/CK							
	1.1.2	Embed performance criteria to measure the effectiveness and efficiency of the pages	CK							
	1.1.3	Plan 'Community Care' event to include what success looks like	IH/MG							
	1.1.4	Support Adults & Children depts to prepare for the event	KS							
	1.1.5	Report on the outcome of the event to board	IH/MG							
	1.1.6	Confirm staffing baseline - match establishment vacancies to existing locum data	IH							
	1.1.7	Plan reduction of locums and cost benefit	IH							
	1.1.8	Review departments management of the recruitment processes to improve effectiveness	KS/Depts/ HD							
	1.1.9	Report on the time candidates are at each stage of the recruitment process by Manager & Dept	HD							
	1.2.0	Guidant direct recruitment - Sanctuary/SW2000/ permanent recruitment	HD/Guidant							
	1.2.1	Scope opportunities for outsourcing some care management functions	IH/ Depts							
	1.2.2	Feedback on outsourcing	BIT							
	1.2.3	Review and monitor effectiveness of adults rota	KS							
2		Market research								
	2.1.1	Review surveys gathered to gain insight into 1/ reasons for leaving 2/ where the individual moved to 3/	KS							
	2.1.2	Profile Guidant worker	KS/ Guidant							
	2.1.3	Compare Guidant profile to existing permanent staff profile	KS/Depts							
	2.1.4	Temperature check staffs current perception of the job	KS/HD							
	2.1.5	Report findings to the board	IH							
3		Local/regional/national trends								
	3.1.1	Assessment of local and national trends	Guidant							
	3.1.2	Monitor recruitment initiatives via regional groups and ADASS work	HR/Lesley McNeil							
	3.1.3	Review memorandum of cooperation with neighbouring authorities	HR							
	3.1.4	Report findings to board	A/W							
4		Review Benefits								
	4.1.1	Review "value contract" and merit of introducing in Luton	KS/Depts/HR							
	4.1.2	Gather examples of similar contracts to compare	KS							
	4.1.3	Consult with staff on the principle of a values contract and how this could be used with purpose	KS/Depts/HR							
	4.1.4	Report findings to board	IH							
	4.1.5	Draft and implement if appropriate	KS/Depts/HR							
	4.1.6	Review how we advertise and promote the 'total reward' package - pension,holiday, training etc	KS/Depts							
	4.1.7	Redesign marketing material as appropriate and including how we sell the 'Luton' brand.	BIT & SM							
	4.1.8	Scope financial levers - rent deposit,handcuffs etc	HR/SK							
5		Retention of Social Workers	KS							
	5.1.1	Review induction process and industry best practice examples	KS/HD							
	5.1.3	Review agile working practice and the impact for social workers	CL & ASC							
	5.1.4	Review caseload management, scope to consider number,complexity and standards	KS/Depts							
	5.1.5	Compare caseloads between differents departments and staff	KS							
	5.1.6	Compare and monitor retention between teams and departments and share best practice	KS/HD							
	5.1.7	Gather and share local and national good practice	HD							
	5.1.8	Report findings to the board	IH							
6		Grow your own talent								
	6.1.1	Communicate the vision of Luton as a place of choice through local employment events	HOS							
	6.1.2	Review the availability and range of courses available for non qualified social workers and qualified social workers to develop their skills and learning	LM							

	6.1.3	Extend LBC Management and Leadership programme to the social Care workforce whilst incorporating the Professional Capabilities Framework managed by British Association of Social Workers (BASW)	KS/LM							
	6.1.5	Evaluate the potential for reintroducing the TIER programme (post programme retention rates were 75-	KS/LM							
	6.1.6	Exploring funding potential within the DoE plans for teaching partnerships	LM/BIT							
	6.1.7	Review existing succession planning arrangements within the departments	IH/Depts							
	6.1.9	Report to the board	IH							

Outcome will be RAG rated individually for process and impact as follows;	
Red	Tasks have not been completed to timescales, have slipped and need attention. Impact of outcomes has not been met or cannot yet be measured.
Amber	Tasks are not on track but plans are in place to ensure progress by identifiable timescale. The impact of outcomes can start to be measured but are yet to be demonstrable.
Green	Tasks are progressing as expected and are deemed to be on target. Impact of outcomes can be demonstrably measured.
Blue	Completed
Grey	Not yet started as the action is not scheduled to begin in this period.
Violet	BAU

[illegible]

