

Business Support (BS)

Manage staff and systems for the effective delivery of individual team objectives.

Forest Enterprise East of England Regional Strategic Plan

District's Action Plans

OBJECTIVES	SHORT	MEDIUM	LONG	TARGETS / SUCCESS MEASURES	RWS OBJECTIVES	INTERNAL PARTNERS	EXTERNAL PARTNERS
BS 1) To fulfill our 'Investors in People' role by ensuring staff are skilled, motivated and well-managed.	BS 1.1) Staff are trained and well-equipped for the job.			Staff survey			
	BS 1.1.i) New staff have a full induction programme to familiarise them with the district and to give an overview of the work of all teams.			Satisfaction with induction programme			
	BS 1.1.ii) Production of training programme and staff training schedule (through FJP system), to produce an Individual Training Plan.						
	BS 1.2) Staff have the opportunity for personal development.						
	BS 1.2.i) As part of PMS and 1.1.ii above, ensure staff have a Personal Development Plan which is reviewed and regularly updated.			Achievement of PDPs			
	BS 1.3) Staff are clear what is expected from them and receive regular feedback on their performance.			Staff morale			
	BS 1.3.i) All staff have relevant and meaningful forward job plans and reviews under the Performance Management System (PMS).						
	BS 1.4) Monitor that staff are consulted, involved and listened to on decisions and changes which affect them.			Staff survey			
	BS 1.4.i) Formal consultation with the Trade Union side through the Local Staff Council.						
	BS 1.4.ii) Apply a programme of informal regular discussions with line managers and team leaders.						
	BS 1.4.iii) Arrange annual District Communications Meeting.						
	BS 2) Ensuring efficient internal processes and systems which support people to deliver effectively are in place.	BS 2.1) Admin staff, whilst integrated into functional teams, are multi-skilled to provide flexible administration support within the District.			All administration posts are adequately covered by other admin staff.		O, E, P, ART
BS 2.1.i) Establish flexible staff rota to ensure shared workloads and encourage cross-pollination.							
BS 2.1.ii) Review of FJP and skills analysis of admin staff. Identify skills need for training and future recruitment.							
BS 2.2) Ensure the main office is sufficiently equipped for staff to carry out work.			Office is adequately resourced				
BS 2.2.i) Research, purchase, install and maintain Business equipment and support items.							
BS 2.3) Ensure that a range of tasks pertinent to the Management of H&S are carried out.			Health & Safety resumption system in place and monitored				
BS 2.3.i) Maintain Health & Safety Resumption Diary.							
BS 2.3.ii) Carry out all Office related Risk Assessments.							

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