

Annual Operating Plan SMART Objectives Layout – May 05

Policy Theme - Employment			
Provide secretariat and facilitation of the WLB strategy group			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
Organise half-yearly meetings to monitor delivery and develop strategy	Winning Wales Work-Life Balance TSCP	March 2008	
Pilot Projects			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<p>Complete 3 year pilot projects</p> <ul style="list-style-type: none"> - Implementation of WLB policies implemented in pilot organisations <p>Project Evaluation</p> <ul style="list-style-type: none"> - Collation of learning and best practice <p>National & Regional conference/events programme</p> <ul style="list-style-type: none"> - WLGA Conference 2005/06 <p>Publication of pilot evaluation/case studies</p> <ul style="list-style-type: none"> - Dissemination to Wales-wide employers and employees 	Winning Wales Work-Life Balance TSCP	<p>September 2005</p> <p>November 2005</p> <p>December 2005 / March 2006</p> <p>December 2005</p>	

Annual Operating Plan SMART Objectives Layout – May 05

Work with Employers			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
Increase awareness and take up of WLB in <ul style="list-style-type: none"> - 3 LAs - 1 NHS Trust - 4 Corporate Organisations - 3 Umbrella Voluntary Organisations 	Winning Wales Work-Life Balance TSCP	1 x March 2006 2 x March 2007 March 2006 1 x March 2006 2 x March 2007 1 x March 2008 1 x March 2006 1 x March 2006 1 x March 2008	
Training & Consultancy Service <ul style="list-style-type: none"> - Evaluate ELWa pilot of accredited training for managers (ILM) - Delivery 2nd pilot of accredited training for managers (ILM) - Development of WLB Awareness module - Trial Awareness module with 2 employers 		September 2005 December 2005 December 2005 March 2006	
Develop Social Services Model for WLB <ul style="list-style-type: none"> - Roll out model developed as part of initial pilot project with 3 Local Authority Social Services departments - Work with Care Council & Sector Skills Development Agency to develop WLB in the sector 		March 2006 March 2008	

Annual Operating Plan SMART Objectives Layout – May 05

Communication awareness raising and policy research			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Monthly input and updates to WLB website manager - - Make links between liP UK, ELWa to promote liP WLB module in Wales - - Attend Annual Wales Wide events and contribute reports to promote WLB website and increase awareness of WLB to employees and employers: Wales TUC Conference Royal Welsh Show National Eisteddfod WLB Week ACAS Wales Annual Report and Conference WCVA Conference 	<p>Winning Wales Work-Life Balance TSCP</p>	<p>1 per month to March 2008 March 2006</p> <p>May 05, 06, 07 July 05, 06, 07 August 05, 06, 07 Sept 05, 06, 07 October 05, 06,07</p> <p>December 05, 06, 07</p>	

Policy Theme – Equal Opportunities and Public Policy			
Attend relevant WAG committee meetings and respond to consultations on issues concerning equality, diversity, age, social care, childcare, elder and dependant care and carers			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Attend 1 committee meeting per quarter - Respond to consultations as appropriate - Provide expert guidance to WAG and key partners 	Winning Wales Cross Cutting Theme	Quarterly	
Lobby representatives from the 4 main parties			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Attend the political conferences in Wales of the 4 main parties - Ensure inclusion of issues relating to women's economic development in manifesto and policy documents 	Winning Wales Cross Cutting Theme	March 2006 March 2006	
Input to the All Party Group on New Opportunities in Economic Development & other relevant groups			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Develop links across party political groupings and associated policy think tanks and forums 	Winning Wales Cross Cutting Theme	Quarterly	

Increase local government, AM, MP and MEP awareness of and involvement in ChT activities			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
- Make 6 new contacts resulting in increased membership activity	Winning Wales Cross Cutting Theme	Spring 2006	
Monitor local, Welsh, UK and European policy development programmes			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
- Maintain membership of relevant committees relating to European Policy and programmes - Input at all appropriate stages of policy development with regard to Equal Opportunities and family friendly and flexible working practices - Attend 1 cross cutting meeting per quarter	Winning Wales Cross Cutting Theme	Quarterly Quarterly Quarterly	
Evaluate the WDA and ELWa equality and diversity training programmes			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
- Produce evaluation report to advise HR departments on future developments	Winning Wales Cross Cutting Theme	December 2005	

Policy Theme – Enterprise (policy/strategic)			
Establish and/or maintain a presence at committees working on issues relating to women in Enterprise			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Continue working with Cyfenter Development Partnership - Maintenance and development of strategic external relationships 	Winning Wales Entrepreneurship Action Plan Economic Policy	March 2006 (- 7) Quarterly	
Participate in Board of Prowess UK Women’s Entrepreneurs organisation			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Attend Board meetings - Establish full partnership with Prowess for Wales - Participate in International Conference in Cardiff 	Winning Wales Entrepreneurship Action Plan Economic Policy	Quarterly February 2006	
Support All Wales Enterprise Action Group for Women			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Support existing women entrepreneurs through annual programme of events - 6 events across Wales 	Winning Wales Entrepreneurship Action Plan Economic Policy	Sept, Dec 2005 March 2006	

Policy Theme – Education & Lifelong Learning			
Research & Develop new initiatives with employers, industry bodies, education and training providers, education business links and careers companies			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Develop Pilot Project, building on and learning from SET project, addressing issues such as gender stereotyping, vocational training and mainstreaming 	Learning Country Skills Employment Action Plan 14-19 Agenda Learning Pathways TSCP/Education & Training	Spring 2006	
Manage Val Feld Bursary Programme			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Bursaries to be awarded in line with trustees' decisions - Produce report on any useful findings from applicant base 	Learning Country Skills Employment Action Plan 14-19 Agenda Learning Pathways TSCP/Education & Training	March 2006	

Monitor Sector Skills Council Research into Gender Stereotyping in Modern Apprenticeships			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Outcomes dependent on research recommendations 	Learning Country Skills Employment Action Plan 14-19 Agenda Learning Pathways TSCP/Education & Training	September 2005	
Undertake Activities linked to the Teacher Workload Agreement			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Work with local authorities consortia co-ordinators, 22 LEA change managers, governors and WAMG to produce scoping study - Undertake awareness-raising and develop training programmes 	Winning Wales Work Life Balance Partnership at Work TSCP Economic Policy	September 2005 September 2005	

Policy Theme - Employment			
Work with employers in all sectors			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Attend meetings - Share best practice - Report formally per funding contracts - Develop ideas for further research 	Winning Wales Work Life Balance Partnership at Work TSCP Economic Policy	Quarterly Lloyds TSB final report December 2005	
Follow up potential from Marks & Spencer pilot programme			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Develop project materials - Produce report of learning and disseminate 	Winning Wales Work Life Balance Partnership at Work TSCP Economic Policy	September 2005	

Policy Theme – Enterprise (operational)			
Deliver Targets as per contract in Objective 1 Women’s Enterprise Wales & Lone Parent Venture			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Monitor against targets as per contract July 2003 – March 2006 (Women’s Enterprise Wales) - Monitor against targets as per contract Jan 2005 – March 2006 (Lone Parent Venture) 	Winning Wales Entrepreneurship Action Plan Economic Policy	<p>March 2006</p> <p>March 2006</p>	
Give advice and information to women and lone parents			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - 700 female clients (WEW) - 200 lone parents (LPV) 	As above	<p>March 2006</p> <p>March 2006</p>	
Start new businesses			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - 250 new businesses (WEW) 	As above	March 2006	
Create jobs			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - 265 jobs (WEW) 	As above	March 2006	
Refer lone parent clients to new Business Start Providers			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - 80% of clients 	As above	March 2006	

Policy Theme – Education & Lifelong Learning (operational)			
Work with employers, teachers, careers officers and colleges			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Women from West Wales and the Valleys supported into jobs, education and training in Science, Engineering and Technology – sectors where they are currently under-represented 	Learning Country Skills Employment Action Plan 14-19 Agenda Learning Pathways TSCP/Education & Training	March 2006	
Training Sessions <ul style="list-style-type: none"> - All as per bid/contract requirements across 13 Local Authorities in Objective 1 		March 2006	
College Taster sessions <ul style="list-style-type: none"> - All as per bid/contract requirements across 13 Local Authorities in Objective 1 		March 2006	
Work experience placements <ul style="list-style-type: none"> - All as per bid/contract requirements across 13 Local Authorities in Objective 1 		March 2006	
Work with employers – targeting SMEs <ul style="list-style-type: none"> - 100 employers 		March 2006	

Policy Theme – Equal Opportunities and Public Policy (operational)			
CYTGORD Project			
Key Tasks & Milestones	Relevant Strategies	Action Completed by	Update/communication progress against milestones
<ul style="list-style-type: none"> - Develop & deliver the Project, which aims to record issues relating to the gender pay gap and inequality in the labour market - Guidance document/booklet for policy makers, employers, employees, training and education providers, funders and equality organisations - Ensure input into strategic research, decision and papers, particularly to European funding programmes and post 2006 actions 	<p>Winning Wales, Making the Connections</p>	<p>March 2007</p>	