

Question 4.1 - Annex I - Workplace Conditions

Area/Goal	Target	Status	Action	Metrics, processes, feedback and improvement - mechanisms for 'contract workforce engagement'					Reporting & Transparency					Opportunities for wider influence through delivery of contract to support social value policy outcome	Action review date	Feedback incorporated into development by	Review period
				People survey	Pulse Check	Line Manager check-ins	WFH employee working party	Other/comments	Nominations & Remuneration Committee	Board Report	Annual Review	Voluntary public reporting	Other/comments				
Remote working	Ensure all staff can work effectively from home	Ongoing	None for existing employees. Full assessment of all new employees with support to obtain right WFH equipment					WFH personal assessment for new starters					We will begin voluntary public reporting from 2022	We can demonstrate our Virtual first approach to all external partners - thus demonstrating by example that this is effective	Sep-21	Oct-21	Quarterly
Remote working	Ensure that all staff who need to shield/isolate can work effectively	Ongoing	Continue existing working practices; Remote working environment; ability to attend events meetings/ events remotely					This needs to be swiftly implemented. Clear lines of reporting support this.						We can demonstrate our Virtual first approach to all external partners - thus demonstrating by example that this is effective	Sep-21	Nov-21	Quarterly
Sustainable travel solutions	Ensure that where travel is deemed mission critical, it is as minimal as possible and by public transport	Ongoing	Continue existing working practices; Reducing the need for travel in business plans Where travel needed - public transport and local travel encouraged Flexible office membership to enable staff to access an effective workspace close to home					Critical review of travel achieved by management review; WFH working party make recommendations about travel needed to Exec team; critical challenge by the Board						We can demonstrate our Virtual first approach to all external partners - thus demonstrating by example that this is effective	Sep-21	Mar-22	6 monthly
Social distancing	Ensure where face to face meetings are deemed mission critical, social distancing measures are implemented. Where possible and in agreement with staff, staff are vaccinated and/or tested prior to extended face to face meetings with wider team	Ongoing	Continue existing working practices; eg. Ventilation of rooms, space available, wearing masks, travel avoiding rush hour commute,					We only use venues that allow social distancing, and keep guidance regularly reviewed / updated in line with government and scientific advice						We can demonstrate our Virtual first approach to all external partners - thus demonstrating by example that this is effective	Sep-21	Sep-21	Quarterly
Flexible & Accessible employment	Ensure, where possible, flexibility of employment is offered and is accessible to all applicants	Ongoing	Continue existing working practices eg. supporting part time, compressed hours, sign up to Disability confident charter Flexible hours policy.Breaks during work day to support health and wellbeing . We follow the "guide for line managers for recruiting, managing and developing people with a disability or a health condition"										We will begin voluntary public reporting from 2022	We can demonstrate our Virtual first approach to all external partners - thus demonstrating by example that this is effective	Dec-21	Mar-22	6 monthly
Flexible influencing	Ensure NT working practices are shared with external partners/Education system	Ongoing	Contributor to DfE flexible working team; Supporting and campaigning for training and working with TPs and schools											Influence the wider sector through participation in DfE Flexible Working Group	Nov-21	Nov-21	Annually
Professional development	Ensure professional development continues despite remote working - e.g. regular reviews with line managers, opportunities for training and access to professional qualifications. Mental and physical health support, and support for line managers to manage remote teams / support team mental health and wellbeing, is offered as core	Ongoing	Personal budget for each employee; can be used on PD or on health/wellbeing; implementing the 6 standards in the Mental Health at work commitment; development of Line Manager toolkit to include supporting remote teams					Staff anonymity is preserved in any reporting. All training is disseminated throughout the NT team at monthly meeting or email.						N/A	Jan-22	Mar-22	6 monthly
Staff isolation	Ensure staff do not feel isolated while working remotely	Ongoing	Buddy system Check in meetings Social events online Proactive line management					WFH working party make recommendations on creative ways we can tackle potential isolation and line managers check this regularly. Include engagement measures as part of Annual Staff Survey						We share and exchange strategies with external partners	Sep-21	Sep-21	6 monthly
Staff wellbeing	Ensure all staff feel their wellbeing is being supported	Ongoing	Now Teach Mental health first aider Outsourcing counselling					WFH working party make recommendations on creative ways we can support wellbeing and line managers check this regularly						We share our strategies with external partners	Sep-21	Sep-21	6 monthly