

Business Plan 2017/8 to 2019/20 – Q2 Update

Employer Liaison Team

Key Tasks

Key:

	Complete
	On target or ahead of schedule
	Commenced but behind schedule
	Not commenced
xN	Item added since original business plan
xM	Period moved since original business plan due to change of plan /circumstances
*	Original item where the period has been moved or task deleted since original business plan

Employer Liaison Team Tasks

Ref	Key Action –Task	2017/18 Period				Later Years	
		Q1	Q2	Q3	Q4	2018/19	2019/20
E3	Design reporting information and procedures	x	x				
E4	Staff training for WCBC data extraction	x	x				
E6	Liaise with new employers for potential agreements	x	x	x	x	x	

Employer Liaison Team Task Descriptions

E3 – Design financial reporting and recharge procedures

What is it?

Consider the staff time spent and tasks completed in order to break down charges to be applied to each employer.

Timescales and Stages

Formulate reporting and recharge procedures:

2017/18 Q1/2

E4 – Staff training for WCBC payroll systems

What is it?

Arrange for staff training at Wrexham to be carried out for all ELT staff in order to navigate, run reports and collate data from each of the systems used.

Timescales and Stages

Complete training and update procedures:

2017/18 Q1/2

E6 – Liaise with other employers for potential agreements

What is it?

Consider capacity of the Employer Liaison Team and review the service standards being recorded against other Fund employers with a view to offering the ELT service to a wider range of employers.

Timescales and Stages

Consider current and potential staffing levels:

2017/18

Review service standards and open contact with employers:

2017/18-18/19