

Message from Phil Bushby - Participating in My Contribution 2020/2021

The Executive Team have agreed a plan for My Contribution this year.

Since the beginning of our enhanced response to the coronavirus outbreak, our priorities and many of our responsibilities have changed. However, it remains essential that all staff are clear on objectives and expectations and managers stay in touch regularly. Our Director of People and OD, Phil Bushby, explains more in [this video](#).

Year-end Appraisals 2019/2020

Where a MYC form exists for 2019/2020 when objectives were initially set, colleagues should use that form to record year-end discussions; please appreciate that responsibilities may have changed in the final quarter of the year and some objectives may need to carry over.

If no form was started for last year, year-end conversations can be captured using an [adapted, shorter form](#).

Please note, all reviews should be [recorded in ESR](#) unless People and OD have agreed to do this on your behalf – please check with your business lead.

Objective Setting Meetings 2020/2021

Objectives should still be set for this operational year (2020/2021) but be focussed on revised responsibilities during the response. We can and should still discuss learning and growth and broader wellbeing matters, recording the discussion dates in ESR (or via People and OD as above).

Please discuss and record using either the [short or extended form](#) available:

1. Key responsibilities for supporting the COVID19 response and recovery and/or priority work aligned to the BAU operational plan (flexibility in timeframes)
2. The emphasis on our values and ways of working – together, with trust and respect, to make a difference
3. Risk assessments and/or other action related to wellbeing and safety
4. Consider development/learning which may need to be undertaken to meet
 - Statutory and mandatory training requirements
 - Essential learning requirements (e.g. Contact Centre training)

Please do not commit to undertaking learning at cost unless approval for expenditure has been given.

Lisa Whiteman, Interim Assistant Director of OD & Learning, added, “My Contribution is an essential bridge between what we as individuals do every day and broader Public Health Wales aims – it sets out what our part is and makes sure we’re clear about it. But, it’s not just about what we’re doing and by when, it’s about how we’re going about work in a way which speaks to our values, how we grow and develop and our broader wellbeing; being connected is more important now than ever.

Colleagues in Internal Audit undertook a review that recommended some improvements are made, the priority being that we ensure everyone is participating and discussions are recorded. Appreciating that this may be challenging for some colleagues at the moment, we've adapted the process and will be supporting some business critical functions with data entry.'

Please contact [People Support Plus](#) if you have any questions.