

## APPENDIX 2

BEST VALUE ACHIEVEMENT REPORT

Action Plan

1. Agreed improvement action from the 2000/01 PMP audit carried out by Audit Scotland.	2. Agreed key milestone dates from the 2000/01 PMP audit.	3. Brief description of what the improvement was intended to achieve.	4. To what extent has the improvement action been implemented? Please describe and allocate a letter A-D as per Exhibit 1.	5. Evidence that can be made available to the auditor to support the assessment.	Dates for further follow-up work agreed with Audit Scotland.	Progress at 31 October 2003.
11. Introduction of Northgate Personnel Module.	Implementation of the Personnel Module by March 2002.	To provide a single database with information on the Council's workforce, to minimise data input and maximise accuracy.	HR system in the process of being implemented. Target date: Autumn 2003  <b>(B)</b>	Project Plan with key dates.	January 2004	Implementation is under way and is being introduced stage by stage and therefore this has extended the time frame to June 2004.

<b>A</b> – The council manager can demonstrate that implementation has progressed as planned in the original improvement action template i.e. action complete or planned milestones met and on target.	<b>C</b> – Progress is less than intended in the original improvement action template. The council manager cannot demonstrate they have plans in place to complete the action.
<b>B</b> – Progress is less than intended in the original improvement action template. The council manager can demonstrate they have plans in place to complete the action.	<b>D</b> – The council no longer intend implementing the original improvement action. Reasons should be given for not implementing the original action.