

## 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 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 December 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<br><br><b>(B)</b>                           | Project Plan with key dates.   | January 2004   | Phase 1 process implemented. Phase 2 being tested. |

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| <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.                        |