

1. Agreed improvement action from the 2001/02 PMP audit.	2. Agreed key milestone dates from the 2001/02 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.	6. Dates for further follow up work agreed with auditor.	7. Internal Audit review as at 31 December 2003.
15 Implement the document, "Delivering Best Value in Highway Maintenance" (11.1)	February 2003.	Clearer and measurable indication of Service provision.	The actions required as part of this initiative are progressing (B)	No tangible evidence at present	February 2004.	Maintenance and Asset Management Plan complete. Document will be taken to members and implementation rolled out by March 2004.

A – 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.	C – 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 – 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.	D – The council no longer intend implementing the original improvement action. Reasons should be given for not implementing the original action.