

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 30 April 2004
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)	Project Plan with key dates.	January 2004	Complete.

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.