

APPENDIX 3
 IMPROVEMENT ACTION PROGRESS REPORT

1. Agreed improvement action from the 2000/01 PMP audit.	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.	6. Audit Scotland dates for follow up.	7 Progress as at 30 July 2004.
22. Complete implementation of management information systems to deliver required performance information	<ul style="list-style-type: none"> • The Council is to review its management information systems Nov 02 • Recommendations as how to improve systems Dec 02 • Implement action Plan Mar 03 	The Council will have information systems, which will enable it to provide the information that stakeholders require.	The Council has undertaken a review of the information systems and made recommendations for improvement. Corporate Policy has also established a research forum. However the finally implementation of the recommendations is likely to be delayed due to the restructuring of the organisation as it would not be wise to implement a number of recommendations until the correct structures are in place. (B)	<ul style="list-style-type: none"> ▪ Knowledge Management Report to Management Team (19th Dec 2002) (See 21.1) ▪ Establishment of research forum.(23.2) 	Initially scheduled for March 2003 Could be delayed until autumn depending on the Best Value Task Force - Autumn 2003 – September 2003	<p>The internal research network has been established and meets on a frequency of 5-6 meetings per year.</p> <p>Key aspects of the knowledge management review will be addressed as part of the new approach to performance management. A project plan is being prepared for this work.</p>

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<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>D – The council no longer intend implementing the original improvement action. Reasons should be given for not implementing the original action.</p>