

## APPENDIX 2

BEST VALUE ACHIEVEMENT REPORT

*Action Plan*

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.	Dates for further follow-up work agreed with auditor.	Progress as at 30 <sup>th</sup> June 2003.
9. Review of Induction Training	Completion of review and implementation of new induction courses.	Higher attendance at courses and more efficient delivery of training materials.	Review completed <b>(A)</b>	Revised induction material and report on review of induction	N/A	
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	This is well under way and should meet target.
8. Benchmarking of attendance.	Establish the process map for managing attendance by October 2001.	To achieve statutory Performance Indicator attendance target.	Report delayed due to other pressures, now complete. Outcome of the study now being progressed by the Council Attendance Management Group. <b>(B)</b>	Minutes of Meetings held since 2nd July available from Personnel Services Manager.	May 2003	Completed

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Note:

\* Gradings are explained in Exhibit 1, which is included at the end of the IAPR.

#### **Exhibit 1: Extent of action implementation**

<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.