

## APPENDIX 2

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# **Argyll & Bute Council 2002/03**

## **Management Report Regularity & Governance (1)**

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**ACTION PLAN Following the Public Pound APPENDIX 2**

No.	Recommendation	Responsible Officer	Action	Date	Progress as at 30/06/03
1	A register or database of funding arrangements with external organisations should be created. This should include a register of members and officers who sit on the boards or committees of external organisations and the purpose of each body funded.  <i>High Priority</i>	Moira Miller Corporate Accounting Manager	Will develop database. Led by finance but require input from departments.	30 September 2003	Ongoing
2	Quarterly budget reports from Argyll, the Isles, Loch Lomond & Trossachs Tourist Board should be reviewed by Finance staff.  <i>High Priority</i>	Peter Cupples Accounting Services Manager	Request copies of quarterly budget reports from staff in DES. Carry out review of quarterly budget reports.	Immediate	Done
3	Financial and non-financial performance measures should be defined for funded organisations above a significant value.  <i>Medium Priority</i>	Bruce West Head of Accounting	Will develop measures for financial and non-financial performance in conjunction with departments – led by finance but will require departmental input.	30 September 2003	Ongoing
4	A monitoring procedure should be prepared to ensure that available performance measures are collected and reported.  <i>Medium Priority</i>	Bruce West Head of Accounting	Will develop reporting procedures following development of performance measures as outlined in recommendations – led by finance but will require departmental input.	31 October 2003	Ongoing