

## APPENDIX 2

# Recommendations Overdue 31 October 2013

ACTION PLAN NO:	WEAKNESSES IDENTIFIED: GRADE:	AGREED ACTION:	DATES :	COMMENT/EXPLANATION:	PYRAMID: RESPONSIBLE OFFICER:
<b>DEPARTMENT CHIEF EXECUTIVE'S UNIT</b>					
<b>SERVICE IMPROVEMENT &amp; HR</b>					
<b>REPORT NAME NATIONAL REPORT ON MANAGING PERFORMANCE: ARE YOU GETTING IT RIGHT?</b>					
11	An effective Council will work constructively with partners to manage performance and improvement. Scorecards developed for community plan themes and reviewed periodically.  <b>MEDIUM</b>	Development of new community plan and outcome planning and governance review of community planning will clarify line of sight for partner contributions to community plan outcomes and set a clearer framework for reporting and taking action in relation to performance – A Planning and Performance Management Framework for community planning .	31 March 2013 31 July 2013 <b>31 May 2014</b>	This activity has been rescheduled to align with Scottish Government CPP Improvement Plan. PPMF for CPP will be developed by revised target date of May 2014.	<b>Delayed but rescheduled</b> Head of Improvement & HR
16	An effective Council will ensure that the principles of performance management apply equally to working with partners. Scorecards developed for community plan themes and reviewed periodically.  <b>MEDIUM</b>	Development of new community plan and outcome planning and governance review of community planning will clarify line of sight for partner contributions to community plan outcomes and set a clearer framework for reporting and taking action in relation to performance – A Planning and Performance Management Framework for community planning .	31 March 2013 31 July 2013 <b>31 May 2014</b>	This activity has been rescheduled to align with Scottish Government CPP Improvement Plan. PPMF for CPP will be developed by revised target date of May 2014.	<b>Delayed but rescheduled</b> Head of Improvement & HR
<b>REPORT NAME NATIONAL REPORT ON RESPONDING TO CHALLENGES AND CHANGE</b>					
2	Informing members Councillors should receive a report at least annually that details the number of early retirement decisions and the associated costs and savings.  <b>MEDIUM</b>	A report will be submitted to the Council in August 2013 on the costs and savings associated with severance during 2012-13	31 August 2013 <b>31 December 2013</b>	Draft report re-submitted to Chief Executive's DMT on 9 October 2013 for further consideration	<b>Delayed but rescheduled</b> Head of Improvement and HR

ACTION PLAN NO:	WEAKNESSES IDENTIFIED: GRADE:	AGREED ACTION:	DATES :	COMMENT/EXPLANATION:	PYRAMID: RESPONSIBLE OFFICER:
<b>SERVICE STRATEGIC FINANCE</b>					
<b><u>REPORT NAME REVIEW OF FINANCE AND OPERATING LEASES</u></b>					

3	The cost or benefit of leasing capital assets is not currently reflected in the revenue budgets / accounts of individual Services.	The process of accounting / budgeting for lease payments should be reviewed.	30 September 2013 <b>30 November 2013</b>	This will be updated following a meeting with the leasing advisors.	<b>Delayed but rescheduled</b> Finance Manager, Corporate Support
---	--	--	--	---	--

**MEDIUM**

<b><u>REPORT NAME</u></b>	<b><u>REVIEW OF GENERAL LEDGER</u></b>
---------------------------	--

4	The duties and responsibilities of the General Ledger System Administrator are not clearly documented.	The role of GL System Administrator should be clarified and documented.	30 September 2013 <b>31 December 2013</b>	This will be carried out as part of the preparation of the move to the updated version of Oracle.	<b>Delayed but rescheduled</b> Finance Manager, Corporate Support
---	--	---	--	---	--

**MEDIUM**

<b>DEPARTMENT</b>	<b>COMMUNITY SERVICES</b>
-------------------	---------------------------

<b>SERVICE</b>	<b>CHILDREN &amp; FAMILIES</b>
----------------	--------------------------------

<b><u>REPORT NAME</u></b>	<b><u>NATIONAL REPORT ON REDUCING REOFFENDING IN SCOTLAND</u></b>
---------------------------	---

ACTION PLAN NO:	WEAKNESSES IDENTIFIED: GRADE:	AGREED ACTION:	DATES :	COMMENT/EXPLANATION:	PYRAMID: RESPONSIBLE OFFICER:
-----------------	-------------------------------	----------------	---------	----------------------	-------------------------------

5	2.3 Are based on evidence of what works.	The Council has invested considerable effort in terms of improving practice over recent years , principally through commitment of staff to participation in national training programmes with regard to improved risk assessment tools and the implementation of Community Payback Orders. The Change fund bid noted above will focus on what is described in the Audit Scotland and Commission on Women Offenders reports as the promise offered by intensive mentoring and more generally the merits in the longer term of early and effective intervention.	31 March 2013	The PSP bid supported by the CJ partnership Councils and local third sector partners was not successful.	<b>Superseded</b> Partnership Manager
---	--	--	---------------	--	--

**MEDIUM**

The Council will benefit from the opportunity afforded by two national PSP projects:  
SACRO, will be available for women leaving prison and in the community and "at risk".  
The Wise Group will offer services to young men (under 25) subject to short prison sentences.  
A further PSP within HMP Low Moss for prisoners released into the community is provided by Turning Point Scotland. All 3 PSPs will be formally launched within the NSCJA at an event on 20/9/13.

**DEPARTMENT DEVELOPMENT & INFRASTRUCTURE SERVICES**

**SERVICE PLANNING & REGULATORY SERVICES**

**REPORT NAME NATIONAL REPORT ON PROTECTING CONSUMERS**

15	Does the Council work with COSLA to review 'trusted trader' schemes and consider the need for a shared national approach or standards. <b>MEDIUM</b>	We are presently considering options for the provision of a trusted trader type scheme. However, I am not aware of any plans from COSLA to operate a national scheme of this type .  Actions identify options for trusted trader scheme in Argyll and Bute Council.	30 September 2013 <b>31 March 2014</b>	We have examined the options for a scheme and are currently engaging with businesses to identify demand as the scheme will need to be self-financing and needs to be attractive to business. Have briefed Lead Councillor (P&RS) and intention to take to PPSL Committee in next few months for member consideration and decision.	<b>Delayed but rescheduled</b> Regulatory Services Manager
----	---	--	---	--	---