

# Appendix 5: Departmental Service Plan - Actions to deliver Departmental Objectives

Generated on: 19 May 2008

Theme: **2-Health & Well-Being**  
 Priority: **C2.2 Improve health and reduce health inequality**  
 Objective: **Support Council Departments and Partners to deliver health improvement outcomes**

Action Title	Assigned To	Start Date	Due Date
Ensure WDC Departmental Contributions to National Sexual Health Strategy Respect and Responsibility	Bobby Jones		31/03/2009
Contribute to monitoring and development of Choose Life Local Action Plan	Bobby Jones		31/03/2009
Develop and Agree a WD Physical Activity Strategy	Bobby Jones	03/04/2008	31/03/2009
Provide reports to SWHI Committee on the impact and implications of National and Local Health Policies and Guidelines	Bobby Jones		31/03/2009
Provide Health Report update briefing to Elected Members on Health Improvement related issues every 2 months	Bobby Jones		31/03/2009
Contribute to Reports on progress of Health Improvement Strategy Group for Community Planning Partnership Board	Bobby Jones		31/03/2009

Theme: **2-Health & Well-Being**  
 Priority: **C2.4 Increase personal prosperity**  
 Objective: **Ensure the council takes an active role in reducing poverty in West Dunbartonshire**

Action Title	Assigned To	Start Date	Due Date
Develop and oversee implementation of a new Anti Poverty Strategy linked to the GES	Valerie Mcilhatton		31/03/2009
Contribute to development of the Scottish Governments Economic Strategy	Valerie Mcilhatton		31/03/2009

Theme: **6-An Improving Council**  
 Priority: **C6.3-Improve Governance and Resource Management**  
 Objective: **Improve service planning and performance management in Chief Executives Dept**

Action Title	Assigned To	Start Date	Due Date
Coordinate and present information for Chief Executives Departmental Performance Reviews	Lynn Henderson		31/03/2009
Facilitate the service planning process within Chief Executives Dept -produce draft 09-13 Plan	Lynn Henderson		31/03/2009
Finalise the 2008/12 Service Plan for Chief Executives Dept	Lynn Henderson		31/08/2008

Theme: **6-An Improving Council**  
 Priority: **C6.4-Value our employees**  
 Objective: **Improve and develop the departments workforce**

Action Title	Assigned To	Start Date	Due Date
--------------	-------------	------------	----------

All Policy Unit staff to have PDP by May & six month review by Nov	Liz Cochrane		28/11/2008
All CC&M staff to have PDP by May & six-month review by Nov	Louisa Mahon	02/05/2008	28/11/2008
All Internal Audit staff to have PDP by May and 6-month review by Nov	Lorraine Coyne		28/11/2008
All Chief Executives Personal staff to have PDP by May and 6 month review by Nov	Liz Cochrane		30/05/2008

Theme: **6-An Improving Council**  
Priority: **C6.4-Value our employees**  
Objective: **Improve employee attendance in Chief Executives Department**

Action Title	Assigned To	Start Date	Due Date
Set up and implement revised absence monitoring framework for Chief Executives Dept	David Webster		27/06/2008
Communicate managing absence policy to all CE staff and monitor implementation	Liz Cochrane		30/09/2008

Theme: **6-An Improving Council**  
Priority: **C6.4-Value our employees**  
Objective: **Improve staff communications in Chief Executives Dept**

Action Title	Assigned To	Start Date	Due Date
Develop and Implement Team Briefing across Dept	Louisa Mahon	01/05/2008	31/03/2009
Develop new Intranet Pages for Chief Executives Dept	Louisa Mahon		30/08/2008
Develop and Implement methodology to record course/conference attendance, feedback and information	Liz Cochrane		30/06/2008

Theme: **6-An Improving Council**  
Priority: **C6.5-Promote continuous improvement and transform service delivery**  
Objective: **Implement Continuous Improvement Plan for Chief Executives Dept**

Action Title	Assigned To	Start Date	Due Date
Complete BV Review Policy Unit	Moray Nichol		27/08/2008
Implement Communications & Marketing BV Review Action Plan	Louisa Mahon	01/04/2008	30/09/2008
Carry out benchmarking exercises against other audit service providers	Lorraine Coyne		31/03/2009
Develop and Implement Investors in People Action Plan for Chief Executives Dept	Moray Nichol		31/03/2009
Review Internal Audit stakeholder consultation process	Lorraine Coyne		31/03/2009
Review Internal Audit Service Standards	Lorraine Coyne		31/03/2009
Produce Departmental Marketing Brochure	Louisa Mahon		30/09/2009
Review Policy Unit Service Standards	Liz Cochrane		31/03/2009
Develop plans for future Policy Unit stakeholder consultation	Moray Nichol		31/03/2009
Formulate CC & Marketing Service Standards	Louisa Mahon	19/05/2008	31/03/2009
Undertake internal consultation exercise for CC & Marketing	Louisa Mahon		31/03/2009

Theme: **6-An Improving Council**

Priority: **C6.5-Promote continuous improvement and transform service delivery**  
 Objective: **Improve corporate governance**

Action Title	Assigned To	Start Date	Due Date
Implement 08/09 Audit plan	Lorraine Coyne		31/03/2009
Develop 09/10 Audit plan and better align with risk management	Lorraine Coyne		31/03/2009
Review implementation progress of recommendations contained in Audit Action Plans	Lorraine Coyne		31/03/2009

Theme: **6-An Improving Council**  
 Priority: **Improve the image and reputation of West Dunbartonshire**  
 Objective: **Develop the WDC Brand**

Action Title	Assigned To	Start Date	Due Date
Develop a 3year brand communication strategy	Louisa Mahon		31/03/2009
Review the Councils Advertising/Media Policy	Louisa Mahon	19/05/2008	31/03/2009

Theme: **6-An Improving Council**  
 Priority: **Provide research and Information services**  
 Objective: **Improve the quality of social, economic and statistical intelligence to meet users needs**

Action Title	Assigned To	Start Date	Due Date
Produce Social & Economic Profile and quick facts for 2008/09	Valerie Mcilhatton		31/03/2009
Develop work to link SIMD, GIS and Address databases	Valerie Mcilhatton		31/03/2009
Produce updated Ward Profiles	Valerie Mcilhatton		31/03/2009