





Best Value Improvement Plan 2008

Appendix 1



Theme: **Continuous Improvement**

Objective: **IP04-Develop a culture to support best value and continuous improvement across the organisation**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Evaluate all services against the key PSIF criteria and create a continuous improvement plan for every service		Sandra Brysland; Moray Nichol		30/06/2008
Participate in the PSIF project and pilot the full framework in 5 key services		Sandra Brysland; Moray Nichol		30/09/2008
Support implementation of the new Chartermark Award Programme		Moray Nichol		31/03/2009
Support implementation of the Investors in People (IiP) Award Programme		Moray Nichol		31/03/2009



Theme: **Continuous Improvement**

Objective: **IP10-Establish robust arrangements from which the council is able to demonstrate the competitiveness of its services**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Develop a systematic approach to competitiveness		Sandra Brysland; Moray Nichol		30/06/2008
Implementation of approach to competitiveness		Moray Nichol		31/03/2009




Theme: **Continuous Improvement**

Objective: **MP1-Ensure robust review and option appraisal is undertaken on all services**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Develop strategy for a systematic approach to service-level option appraisal		Sandra Brysland; Moray Nichol		30/06/2008
Implement strategy for a systematic approach to service-level option appraisal		Moray Nichol		31/03/2009



Theme: **Efficient Government**

Objective: **IP04-Develop a culture to support best value and continuous improvement across the organisation**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Development of a systematic approach to activity-based and unit-costing		David Connell		30/09/2008
Set and Monitor Efficient Government Targets		David Connell		31/03/2009
Review 06/07 Efficiency Statement and Produce 07/08 Statement		David Connell		31/08/2008


Theme: **Organisational Development**

Objective: **IP01-Establish arrangements and working practices which demonstrate openness and accountability in strategic decision making processes**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Produce Action Plan from Improvement Services Report on Member-Officer relations		Liz Cochrane		30/06/2008
Implement Action Plan for Member-Officer Relationships		Liz Cochrane		31/03/2009




Theme: **Organisational Development**

Objective: **IP03-Ensure robust and effective scrutiny arrangements, including the involvement of opposition elected members, covering the council's decision making processes as well as service performance, are put in place**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Undertake an option appraisal of potential decision-making scrutiny structures		Liz Cochrane		30/06/2008


Theme: **Organisational Development**

Objective: **IP04-Develop a culture to support best value and continuous improvement across the organisation**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Develop an Internal Communications Strategy and Action Plan		Louisa Mahon		30/04/2008
Implement Action Plan for Dignity at Work		Tricia O'Neill		31/12/2008
Prepare new 2009 Staff Survey		Angela Terry		31/01/2009




Theme: **Organisational Development**

Objective: **IP05-Review political and managerial structures to ensure that they operate effectively and are complementary**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Complete recruitment of key posts identified in Brodies report		Tricia O'Neill		30/06/2008




Theme: **Organisational Development**

Objective: **IP06-Provide elected members with support and training to discharge their functions**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Implement phase 2 of training for elected members		Liz Cochrane		31/01/2008
Complete a Training Needs Analysis and produce Phase 3 Training programme		Angela Terry		31/03/2008
Implement Elected Member Training programme		Angela Terry		31/12/2008




Theme: **Organisational Development**

Objective: **MP2-Implement a leadership and management development programme**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Develop a CMT leadership and management development programme		Angela Terry		30/06/2008
Develop a Senior Managers Development Programme		Angela Terry		30/06/2008
Develop a Supervisors Development Programme		Angela Terry		30/06/2008





Theme: **Organisational Development**

Objective: **MP3-Review community engagement activity for efficiency and effectiveness**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Implement and monitor revised consultation strategy		Anne Clegg		31/03/2009
Develop draft Community Engagement Strategy		Anne Clegg		31/03/2009
Develop and Agree final Community Engagement Strategy		Anne Clegg		31/03/2009


Theme: Resource Management

Objective: IP02-Develop and implement medium to longer-term strategies to ensure effective management of resources, including financial planning and workforce planning. These arrangements should also be integrated with the service planning process

Action Title	Status Icon	Assigned To	Start Date	Due Date
Develop strategic financial plan		David Connell		27/08/2008
Develop HR Strategy		Tricia O'Neill		17/12/2008
Procure and Implement new HR system		Tricia O'Neill	31/03/2008	01/04/2009
Provide financial input to Planning & Budget Guidance		Gillian McNeilly		29/08/2008


Theme: Risk & Performance Management

Objective: IP02-Develop and implement medium to longer-term strategies to ensure effective management of resources, including financial planning and workforce planning. These arrangements should also be integrated with the service planning process




Action Title	Status Icon	Assigned To	Start Date	Due Date
Update and issue Strategic planning and budget guidance		Lynn Henderson		29/08/2008

Theme: Risk & Performance Management


Objective: IP03-Ensure robust and effective scrutiny arrangements, including the involvement of opposition elected members, covering the council's decision making processes as well as service performance, are put in place

Action Title	Status Icon	Assigned To	Start Date	Due Date
Review performance scrutiny remit of Audit & Performance Review Committee		David Webster		11/06/2008



Theme: Risk & Performance Management**Objective: IP07-Agree and adopt an up-to-date community plan. Continue to drive the community planning partnership with a focus on defined outcomes**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Monitor progress of new Community Plan		Andy Mackay		31/08/2008
Produce SOA for 08-09		David Webster	24/01/2008	30/06/2008
Produce New Community Plan 2007-2017		Liz Cochrane		31/08/2007




Theme: Risk & Performance Management**Objective: IP08-Establish robust action plans for all areas of poor performance identified within the best value report and housing services in particular**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Produce and monitor Action Plans for all poorly performing SPIs		David Webster	07/02/2008	30/06/2008

Theme: Risk & Performance Management**Objective: IP09-Refine and embed the new performance management framework, improve traffic light reporting to better support scrutiny, resource allocation and public performance reporting**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Implement revised QPR process and Member reporting framework		David Webster	12/03/2008	31/12/2008
Implement new performance management system		David Webster	21/11/2007	30/04/2008

Theme: Risk & Performance Management**Objective: IP11-Develop and embed a risk management culture across the council**

Action Title	Status Icon	Assigned To	Start Date	Due Date
Review Strategic Risk Identification		John Duffy		30/04/2008
Update Departmental Risk Registers		John Duffy		30/06/2008
Implement new software, train users		John Duffy		30/06/2008