

Chief Executive's Department: PSIF Improvement Plan 2010/13 Timeline

	2010 -11				201 1-12				- 2013			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Leadership												
Finalise the Chief Executive's Departmental Plan 2010/14	█	✓										
Implement and monitor the Continuous Improvement Strategy	█	█	█	█	✓							
Involve staff in developing CED vision and mission statement as part of 2011/15 Dept Plan	█	█	✓									
Oversee the effective governance & management of community planning	█	█	█	█	✓							
Provide management support and direction for CPP thematic groups	█	█	█	█	✓							
Complete and oversee the implementation of the CPP Partnership Agreement	█	█	█	█	✓							
	2010 -11				201 1-12				2012 -			
Service Planning												
Carry out customer satisfaction survey of corporate communications	█	█	█	█	✓							
Develop effective communication processes for community planning	█	█	█	█								
Manage the delivery of new community engagement services for WDCPP	█	█	█	█	█	█	█	█	✓			
Support the implementation of the outcomes of the Clyde Valley Community Planning Partnership shared service review	█	█	█	█	✓							
Carry out annual review of departmental shared service development arrangements	█	█	█	█	✓							
Implement revised Public Performance Reporting arrangements at a corporate level for the Council	█	█	█	✓								
Produce the Corporate Plan Performance Report for 2009/10 for Committee	█	█	█	✓								
Develop a programme for options appraisal, a training programme and guidance	█	█	█	█	█	█	█	█				
Lead & support departments on equalities impact assessment & monitoring	█	█	█	█	✓							
Develop a performance measure to identify efficiency savings (cashable & non-cashable) generated by services as a result of business review and shared services	█	█	█	█								
Review approach to strategic risk management including recommendations of the risk management review	█	█	█	█	█	█	█	█				
Develop a Business Continuity Plan for the Council	█	█	█	█	✓							
Develop process for operational planning which is aligned to strategic plans					█	█	█	█				
Improve the scope and quality of performance management and monitoring					█	█	█	█				
Develop service standards for the CED					█	█	█	█	█	█	█	█
Develop a systematic approach to departmental consultation by designing a strategy					█	█	█	█				
	2010 -11				201 1-12				2012 -			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Implement PDP process within CED	█	█	█	█	✓							
Implement a learning development strategy and action plan for the CED to meet staff development needs as identified in the PDP process	█	█	█	█	✓							
Complete and implement the workforce plan					█	█	█	█				
Partners and Resources												
Co-ordinate & prepare CED's twice yearly progress reports for CEGC and quarterly e-mail to all elected members	█	█	█	█	✓							
Develop systematic approach to review effectiveness and appropriateness of existing and potential partnerships and joint working arrangements	█	█	█	█	█	█	█	█				
	2010 -11				201 1-12				2012 -			
Service Processes												
Encourage elected member participation in the strategic planning process									█	█	█	█

✓ = Complete