

# ags update sept11

**Report Type:** Actions Report  
**Report Author:** Angela Struthers  
**Generated on:** 15 September 2011



Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS1 1011	Medium Term Financial Strategy	1		<input type="text" value="30%"/>	29-Feb-2012		Stefan Garner
<b>Description</b>	Keep the medium term financial strategy under continuous review to ensure it addresses the changing economic circumstances						
<b>All Notes</b>	Stefan Garner 08-Sep-2011 Quarter 1 financial healthcheck reported to Cabinet 21 September 2011 / Updated high level MTFS considered by CMT/BRG 15 September 2011						

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS10a 1011	Satisfaction Survey	3		<input type="text" value="0%"/>	31-Jan-2012		Mary Gallagher
<b>Description</b>	Satisfaction surveys are not issued to service users of Member Services and Legal Services						
<b>All Notes</b>							

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS10b 1011	Satisfaction Survey	3		<input type="text" value="0%"/>	31-Jan-2012		Jane Eason
<b>Description</b>	Satisfaction surveys are not issued to service users of Public Relations.						
<b>All Notes</b>	Jane Eason 13-Sep-2011 The survey will be put back until January as since the departure of the P&CR Head of Service we have changed some of our processes and want to give these time to bed in before testing satisfaction of our users/						

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS11a 1011	Business Continuity	2		<input type="text" value="0%"/>	31-Oct-2011		Mary Gallagher
<b>Description</b>	Business continuity plans are not tested on a regular basis within Democratic Services						
<b>All Notes</b>	Angela Struthers 13-Sep-2011 Work is progressing in this area - plans to be tested by 31/10/11						

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS11b 1011	Business Continuity	2		0%	31-Dec-2011		Jane Eason
<b>Description</b>	Business continuity plans are not tested on a regular basis within PR and Communications.						
<b>All Notes</b>							

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS12 1011	Asset Inventory	2		100%	31-Dec-2011	13-Sep-2011	Mary Gallagher
<b>Description</b>	An asset inventory is not maintained within Legal and Democratic Services.						
<b>All Notes</b>							

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS13a 1011	PDR's	2		0%	30-Nov-2011		Anica Goodwin
<b>Description</b>	PDR's are have not been completed for those with direct report to the Assistant Chief Executive.						
<b>All Notes</b>	Angela Struthers 12-Sep-2011 ACE PDR completed 4/8/11 - Heads of Service to be completed by 30/11/11						

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS13b 1011	PDR's	2		20%	30-Sep-2011		Stefan Garner
<b>Description</b>	PDR's have not been completed for all staff within Finance, Exchequer & Revenues						
<b>All Notes</b>	Stefan Garner 15-Sep-2011 Managers PDRs within Revenues have been completed - remaining to cascade during October. Corporate Finance & Exchequer Managers / Staff PDRs to be completed during October following Deputy Director's PDR scheduled for 27 September 2011.						

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS14 1011	Performance Management	2		0%	31-Dec-2011		John Day; Jane Eason
<b>Description</b>	Performance measure are not defined and implemented within the PR & Communication Service.						
<b>All Notes</b>							

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS15 1011	Partnerships	2		0%	31-Aug-2011		John Day; Jane

		y					Eason
<b>Description</b>	Partnerships are not reviewed to Partnership Guidance Policy within the PR & Communication Service.						
<b>All Notes</b>	Angela Struthers 12-Sep-2011 There are currently no partnerships within PR & Communications Service						

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS16	Project Management	2		<div style="width: 100%;"><div style="width: 100%; background-color: #4F81BD; color: white;">100%</div></div>	06-Jul-2011	06-Jul-2011	Jane Eason
<b>Description</b>	Not all senior staff trained in Steps to Success training within the PR & Communication Service.						
<b>All Notes</b>							

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS17 1011	Agreed Management Actions	2		<div style="width: 0%;"><div style="width: 0%; background-color: #4F81BD; color: white;">0%</div></div>	31-Mar-2012		Sarah McGrandle; Paul Weston
<b>Description</b>	Improvements required as noted in the agreed management actions identified from internal audit reports within the Asset Management and Environmental Management Services.						
<b>All Notes</b>							

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS18 1011	Succession Planning	2		<div style="width: 0%;"><div style="width: 0%; background-color: #4F81BD; color: white;">0%</div></div>	31-Mar-2012		Anica Goodwin
<b>Description</b>	Career structures are not in place for officers and members to encourage participation and development.						
<b>All Notes</b>							

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS19 1011	Community Engagement	2		<div style="width: 25%;"><div style="width: 25%; background-color: #4F81BD; color: white;">25%</div></div>	31-Mar-2012		John Day
<b>Description</b>	Improve insight about customer/residents needs by developing solutions with partners/neighbouring authorities						
<b>All Notes</b>	Angela Struthers 06-Jul-2011 Partially completed – Acorn software has been purchased with Staffs Connects Partnership for Insight purposes.						

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS2 1011	Shared Services	2		<div style="width: 50%;"><div style="width: 50%; background-color: #4F81BD; color: white;">50%</div></div>	31-Mar-2012		Corporate Management Team
<b>Description</b>	Assess the opportunities for closer working with neighbouring Councils, including shared staff and services where appropriate.						

<b>All Notes</b>	Angela Struthers 12-Sep-2011 This is part of a continuous on-going process of delivering efficiencies and improving services. Projects underway include Transforming Tamworth, Service Reviews which should highlight any potential areas for working with others/good practice areas etc. Due date moved to reflect on-going process
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Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS20 1011	Procurement Manual	2		<div style="width: 30%; border: 1px solid black; background-color: #e0e0e0; display: inline-block;"></div> 30%	31-Mar-2012		David Onion
<b>Description</b>	Procurement manual requires revision and to be available to staff.						
<b>All Notes</b>	Angela Struthers 06-Jul-2011 Some work has been completed as part of the review of Financial Guidance						

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS21 1011	Councillor Training and Development	2		<div style="width: 50%; border: 1px solid black; background-color: #e0e0e0; display: inline-block;"></div> 50%	31-Mar-2012		Zoe Blake
<b>Description</b>	There is no training and development programme for Councillors.						
<b>All Notes</b>	Angela Struthers 06-Jul-2011 Partially completed – meeting with Leader of the Council and agreed in principle initial training needs.						

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS3 1011	Financial Statements	2		<div style="width: 100%; border: 1px solid black; background-color: #e0e0e0; display: inline-block;"></div> 100%	06-Jul-2011	06-Jul-2011	Stefan Garner
<b>Description</b>	Include the matters arising from the 2009-10- audit in the quality assurance checks on the accounts in future years						
<b>All Notes</b>							

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS4 1011	Human Resources	2		<div style="width: 100%; border: 1px solid black; background-color: #e0e0e0; display: inline-block;"></div> 100%	06-Jul-2011	06-Jul-2011	Anica Goodwin
<b>Description</b>	Ensure that payroll details are properly checked to HR records on a regular basis and that evidence of the check is being properly maintained.						
<b>All Notes</b>							

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS5 1011	Fixed Assets	2		<div style="width: 100%; border: 1px solid black; background-color: #e0e0e0; display: inline-block;"></div> 100%	06-Jul-2011	06-Jul-2011	Stefan Garner
<b>Description</b>	Introduce a systems control to require service managers to confirm continued existence and responsibility for assets						
<b>All Notes</b>							



Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS6 1011	Depreciation of CCTV Cameras	2		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	06-Jul-2011	06-Jul-2011	Stefan Garner
<b>Description</b>	Review the asset lives used to depreciate the CCTV cameras						
<b>All Notes</b>							

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS7 1011	Amortisation of Government Grants Deferred	2		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	06-Jul-2011	06-Jul-2011	Stefan Garner
<b>Description</b>	Ensure that the amortisation of the Government Grants deferred account is consistent with the asset lives being used to calculate depreciation.						
<b>All Notes</b>							

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS8 1011	Value for Money	2		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div></div> 50%	31-Mar-2012		Corporate Management Team
<b>Description</b>	Consider whether any of the good practices from the recent developments in refuse collection and housing repairs arrangements can be applied to other areas of the Council.						
<b>All Notes</b>	Angela Struthers 12-Sep-2011 This is part of a continuous on-going process of delivering efficiencies and improving services. Projects underway include Transforming Tamworth, Service Reviews which should highlight any potential areas for working with others/good practice areas etc. Due date moved to reflect on-going process						

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
IAR AGS9 1011	Value for Money	2		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div></div> 50%	31-Mar-2012		Corporate Management Team
<b>Description</b>	Assess whether there are further opportunities to share staff costs and expertise with neighbouring Councils to achieve further efficiencies						
<b>All Notes</b>	Angela Struthers 12-Sep-2011 This is part of a continuous on-going process of delivering efficiencies and improving services. Projects underway include Transforming Tamworth, Service Reviews which should highlight any potential areas for working with others/good practice areas etc. Due date moved to reflect on-going process						

Action Status	
	Cancelled
	Overdue; No longer assigned
	Unassigned; Not Started; Check Progress

	Resuming; In Progress; Assigned
	Completed