



# Action Plan Arising From The 2016/17 Assurance Process


**Report Type:** Actions Report


**Report Author:** Angela Struthers

**Generated on:** 13 April 2017

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
AGS1 1718	Review of E-induction programme	Priority Low		<input type="text" value="0%"/>	31-Mar-2018	Zoe Wolicki
<b>Description</b>	Review of the E-induction programme					
<b>All Notes</b>	Angela Struthers 13-Apr-2017 The ASTUTE e-learning package has now been deployed which allows the current module to be updated. Training for users will commence shortly.					

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
AGS2 1718	Personal Development Review	Priority Low		<input type="text" value="0%"/>	31-Mar-2018	Zoe Wolicki
<b>Description</b>	Personal Development Review					
<b>All Notes</b>	Angela Struthers 13-Apr-2017 The current PDR process is not used fully throughout the council but will form part of the further deployment of the ASTUTE e-learning package (as mentioned in E-Induction). The PDR document will include the core principles of corporate governance					

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
AGS3 1718	Tell Us Policy	Priority Medium		<input type="text" value="0%"/>	31-Mar-2018	Tracey Tudor
<b>Description</b>	Review of Tell Us Policy					
<b>All Notes</b>	Angela Struthers 13-Apr-2017 The Tell Us Policy is currently being reviewed to incorporate a feedback mechanism to ensure that action has been taken					

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
AGS4 1718	Scrutiny Committees	Priority Medium		<input type="text" value="0%"/>	31-Mar-2018	Jane Hackett
<b>Description</b>	Review of the effectiveness of the Scrutiny Committees					
<b>All Notes</b>	Angela Struthers 13-Apr-2017 On-going review of the effectiveness of the Scrutiny Committees					

Action Code	Action Title		Current Status	Progress Bar	Due Date	Completed Date	Assigned To
AGS5 1718	Communication Strategy	<b>Priority</b> Medium		<input type="text" value="0%"/>	31-Mar-2018		Anica Goodwin
<b>Description</b>	Review of the Communication Strategy						
<b>All Notes</b>	Angela Struthers 13-Apr-2017 Communication Strategy currently being reviewed						

Action Code	Action Title		Current Status	Progress Bar	Due Date	Completed Date	Assigned To
AGS6 1718	Workforce Plan	<b>Priority</b> Medium		<input type="text" value="0%"/>	31-Mar-2018		Zoe Wolicki
<b>Description</b>	Review of Workforce Plan						
<b>All Notes</b>	Angela Struthers 13-Apr-2017 Workforce Plan to be presented to CMT May 2017						

Action Code	Action Title		Current Status	Progress Bar	Due Date	Completed Date	Assigned To
AGS7 1718	Organisational Development Plan	<b>Priority</b> Medium		<input type="text" value="0%"/>	31-Mar-2018		Zoe Wolicki
<b>Description</b>	Review of Organisational Development Plan						
<b>Notes</b>	Angela Struthers 13-Apr-2017 Organisational Development Plan to be presented to CMT May 2017. the PDR document will include the core principles of corporate governance						

Page 92

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed