

Progress update on the Action plans for the Financial Year 2013/14

1	Corporate Governance			
	Recommendations	Responsible Officer	Action	Status of Action
i	The format of the service plans be refined to enhance the reporting of outcomes from the previous year's approved projects. The format should provide, for each project, a position statement to reflect completion or outstanding action.	Corporate Services Manager	Amendment of template for use in 2015-16. June 2014	Service Plan approved 24 th April 2015. Tracker currently being established for use at quarterly progress meetings and appended to quarterly update report. Implemented
ii	Staff Development Interviews should be undertaken twice per annum, as expected.	Assistant Corporate Services Manager	Staff and manager training and re-issue of Staff Development Scheme. May 2014	Scheme reissued to all staff. Reminder sent to all managers to commence Oct/Nov interviews for all staff. Implemented
iii	The monitoring role should be improved in order that compliance with the expected interview frequency be monitored and failure to undertake interviews be reported to senior management and non-compliance addressed.	Chief Executive	Monitoring through monthly reports to be undertaken by EMT. July 2014	Included in monthly reports to Director of Finance and included in quarterly performance update to EMT. Implemented
iv	The Financial Information Section of the Quarterly Performance Reports should be enhanced to report budget	Director of Finance	Additional commentary to be added to quarterly performance reporting for capital and revenue	New reporting regime includes enhanced budget reporting as per quarterly update April 2015.

	position at budget heading level for revenue and capital expenditure, with appropriate commentary on any existing budget pressures and resultant key actions.		budgets September 2014	Implemented
v	The PAG should meet formally, on at least a bi-annual basis, in accordance with the Terms of Reference of the Group.	Corporate Services Manager	Bi-annual meetings to take place from 2014/15 onwards April 2015	Part year review meeting undertaken in February following action plan reminder sent to PAG members in November 2014. Forward year review undertaken in March 15. Implemented
vi	The designated Lead Officers responsible for updating / reviewing documents in the Controlled Document Library should be notified of impending review dates, with an appropriate lead in time.	Corporate Services Manager	Twice yearly notifications with a list of documents for review in the next twelve months June 2014	In place - reminders sent out June 14 and April 15 with monthly updates highlighting overdue items. Implemented
vii	The compliance with review dates be monitored and failures reported to senior management.	Corporate Services Manager	During above notification process, list of overdue reviews to be reported to EMT July 2014	To be included in quarterly performance updates from May 2015. Reason for late implementation was due to departmental restructure.

Progress update on the Action plans for the Financial Year 2014/15

1	<i>Waste Contract Final Claim 2013/14</i>			
	<i>Recommendations</i>	<i>Responsible Officer</i>	<i>Action</i>	<i>Status of Action</i>
	No recommendations			
2	<i>Waste Contract Arrangements</i>			
	<i>Recommendations</i>	<i>Responsible Officer</i>	<i>Action</i>	<i>Status of Action</i>
	No recommendations			
3	<i>Community Fund</i>			
	<i>Recommendations</i>	<i>Responsible Officer</i>	<i>Action</i>	<i>Status of Action</i>
i	Criteria for the Community Fund should be determined prior to budget approval, and application forms should be sent out as soon as possible after budget approval has been granted.	Waste Strategy Manager	Agreed. To be completed by November 2014 and reported to the Authority.	Completed and approved by Members on 6th February 2015. New Community Fund Expression of Interest Forms launched 11th February 2015. Implemented
ii	Payments should be made to successful applicants on a timely basis to ensure minimum of delay to the commencement of a project.	Waste Strategy Manager	Agreed. To be implemented May 2015.	Second stage applicants agreed by Members on 24 th April and invited to submit final project plans for approval. Funding to be awarded by end of May for projects to begin from June 2015.

iii	Insurance details should be obtained from all successful applicants prior to the issuing of funding.	Waste Strategy Manager	Agreed. To be implemented March/April 2015.	All insurance and due diligence checks completed for all Expressions of Interest received in March 2015. Implemented
4 Site Management				
	Recommendations	Responsible Officer	Action	Status of Action
i	When equipment is purchased, evidence of the value for money exercise should be maintained.	Waste Facilities Manager	Implemented	Implemented
ii	The Asset Register should be completed in full.	Assistant Waste Facilities Manager	Due to the complexity of the Asset Registers / detailed drawings, the team anticipate that a Register for each of the closed Landfill sites will not be completed until 31 st March 2016	Ongoing
iii	The Asset Register should be updated every time an item is purchased / disposed of.	Assistant Waste Facilities Manager	This will now be an ongoing from 1 st January 2015.	Implemented
iv	The Waste Facilities Manager should undertake a review of the part completed Asset Register and to then undertake the review annually thereafter.	Waste Facilities Manager	31 st March 2015	Audited and signed off by Facilities Manager 9 th April 2015. Implemented.
5 Interim Waste Treatment Contracts				
No recommendations				

