

EFFICIENCY AND PERFORMANCE SUB-COMMITTEE – OUTSTANDING ACTIONS

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	Oct 2016	<p>Staff Suggestion Scheme Officers to produce a report to advise:</p> <ul style="list-style-type: none"> i) how Officers will ensure that staff suggestions are effectively captured and implemented; ii) how best practice from Departments is identified and communicated to all Departments. iii) How staff suggestions could be incorporated into the Corporate Plan Framework. 	Director of Comms and Head of Corporate Strategy and Performance	November 2016	This information will be provided during the presentation regarding the Departmental Business Planning process.
2.	Oct 2016	<p>Efficiency Plan An initial report to be submitted to the Committee's next meeting. The report will provide:</p> <ul style="list-style-type: none"> i) information of additional savings plans beyond the current Service Based Review ii) how the Corporation can aim to embed a process of continuous improvement and associated efficiency savings throughout the organisation, including through embedding in the departmental business planning process. 	Chamberlain	November 2016	<ul style="list-style-type: none"> i) Report is included within agenda. ii) Information regarding this will be provided during the presentations regarding Continuous Improvement and the Departmental Business Planning process.
3.	Oct 2016	<p>Work Programme Officers to review the categories within the Work Programme and ensure accurate categorisation of reports and that information is provided in an appropriate structure.</p>	Town Clerk	November 2016	Revised version of work programme is included within the agenda