DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD ANNUAL SERVICE CALENDAR 2013-14

YEAR			2013 APRIL MAY JUNE JULY AUGU																									
	Week beginning			APRII	L			M/	ΑY			JU	INE				JULY				ΑL	JGUST	1		SEP	темв	ER	
Ref	Activity	1	8	15		29	6	13		27	3	10	_	24	1	8		22	29	5				2	9		23	3
																												T
3.1	The Valuation Roll																											T
3.1.1(1)	Issue Returns of Information	Not to	proce	ed in 2	013																						1	T
3.1.1(p)	Complete year-end procedures				T																						†	+
3.1.1(g)	Reconciliation of Valuation Roll with billing department records																										1	T
3.1.1(r)	Produce and circulate revised Valuation Rolls																										1	T
3.1.2-3.1.4	Respond to Lands Tribunal applications																										†	T
3.1.3/4(1)		As re	auested	1																							†	T
3.1.7 (f)	Ingather all-Scotland connections data for IGTs	7.0.0	1	1																						t	†	T
0 (1)	Ingainer air coolaina cominocione data for 1010																										1	T
3.2	Council Tax List		1		+	1																		1		+	+	+
3.2.1(m)	Complete year-end procedures																								1	+	+-	+
3.2.1 (n)	Reconciliation of CT Valuation List with billing department records				+	1																		1		+	+	+
3.2.1 (n)	Produce and circulate revised Council Tax Lists																						1			+	+	+
3.2.1 (0)	Froduce and circulate revised Council Tax Lists			-					1		1														1	+	+-	+
3.3	Electoral Registration			-																					1	+	+-	+
3.3.1(a)	Review canvass procedures, inc telephone, internet & door-to-door					1																				┼	+	+
						1																				┼	+	+
3.3.1(b)	Tenders for canvass printing (and mailing?)			-		-			<u> </u>		1														 	┼	+	+
3.3.1(c)	Award contract for printing (and mailing) contract			-																	-				1	┼	₩	+
	Agree and implement recruitment/payroll processes for canvassers			-		-			<u> </u>		1									<u> </u>		<u> </u>	 	<u> </u>	 	┼	+	╀
3.3.1(d)	Recruit door-to door canvassers																			-			1		-	—	+	+
3.3.2(d)(2)	Recruit temporary office staff as required			1		1														-					-	₩	+	+
3.3.1(e)	Train door-to door canvassers			1		1														-					-	₩	+	+
3.3.1(f)	Prepare files for canvass, including telephone and internet			1		1														-					-	₩	+	+
3.3.1(g)	Issue Canvass Forms and Reminders incl Young Persons			1		1														-					-	₩	+	+
3.3.1(h)	Check all initial non-returns to Council Tax and other data sources			1		1														-					-	₩	+	+
3.3.1(i)	Complete door-to-door canvass			1		1														-					-	₩	+	+
	Record, scan, reference, process changes and audit changes																			<u> </u>						₩	₩	+
3.3.1(l)	Receive 'no-change' returns electronically & process as above								<u> </u>						1							<u> </u>	1		<u> </u>	—	↓	+
3.3.1(o)	Provide Senior Managers with canvass progress reports																			<u> </u>						₩	₩	+
	Check of 2-year non-returns and 'deadwood'																			<u> </u>						₩	₩	+
3.3.1(q)	Produce and publish 'Full' and 'Edited' Registers								<u> </u>						1							<u> </u>	1		<u> </u>	—	↓	+
3.3.1(r)	Supply of Registers to appropriate bodies/public display					1														-					1	↓	—	+
3.3.1(v)	Performance self-assessment and statistics to EC (to be confirmed)									<u></u>																		┷
		In acc	cordanc	e with	Rolling	g Regist	ration ti	metabl	le issu	ed ann	nually															سب	_	#
3.3.2 (n)	Triennial enquiry to proxy voters																1									₩	₩	+
3.3.2(r)	Review Participation Strategy		L	<u> </u>	1	<u> </u>	<u> </u>		<u> </u>						1										<u> </u>	—	↓	+
3.3.3	Elections	See i	ndividu	al Time	etables	for eac	h election	on																			—	+
	Issue AV PI requests and reminders					1																						+
3.3.4 (iii)	Issue AV PI confirmations and rejection letter		<u> </u>	<u> </u>																<u> </u>							4	4
3.3.6(a)			hedule:		1	 			ļ											<u> </u>		<u> </u>	<u> </u>	<u> </u>	 	₩	₩	+
3.3.6(b)		As sc	hedule	d	1	<u> </u>							!				<u> </u>			<u> </u>		ļ	 	ļ	1	₩	₩	+
3.3.6 (c)	Development and implementation of ICT security																<u> </u>			<u> </u>			1	ļ	1	₩	₩	4
3.3.6(d)	Installation and testing of new version of EROS II	<u> </u>	ļ														<u> </u>			<u> </u>			1	ļ	1	₩	₩	4
3.3.6(e)	Full end-to-end connectivity test to IER Digital Service		ļ										ļ												1		↓	+
3.3.6(f)	Confirmation Dry run - separate schedule to be provided					ļ																						丄
3.3.6 (g)	Analysis of results of matching and detailed planning for go-live		<u> </u>										ļ							<u> </u>			ļ			-	-	Æ
3.3.6(h)	Ensure additional CO funding is transferred to VJB					And a	s requir	ed	<u> </u>											<u> </u>			<u> </u>	ļ	<u> </u>	↓	$oldsymbol{ol}}}}}}}}}}}}}}}}}$	1
3.3.6(i)	Assessment of readiness to implement IER	•	1	1	1	1		ı	1	1			•	1		1	•		1		1	1	1	1	1	1	1	1

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD ANNUAL SERVICE CALENDAR 2013-14

YEAR		<u>2013</u> inning OCTOBER NOVEMBER DECEMBER										2014															
	Week beginning		ОСТО	BER			NOV	EMBER	1		D	ECEMB	BER			JAN	IUAR'	′		FEB	RUAR	Υ			MARCI	H	
Ref	Activity	7	14	21	28	4	11	18	25	2	9			30	6	_	_	27	3	10	_		3	10	17		31
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3.1	The Valuation Roll																										†
	Issue Returns of Information																										†
- \/	Complete year-end procedures																										
	Reconciliation of Valuation Roll with billing department records																										
	Produce and circulate revised Valuation Rolls																										†
	Respond to Lands Tribunal applications																										${}^{+}$
	Collate and submit VAC statistics to AJTC																										+-
	Ingather all-Scotland connections data for IGTs																										${}^{+}$
0.1.7 (1)	Ingulior dir cociidia comiodione data for fe fe																										†
3.2	Council Tax List							1													1		1		$\vdash \vdash$	├──	+-
	Complete year-end procedures									1				_												├──	1
	Reconciliation of CT Valuation List with billing department records													_											\vdash	┢──	_
	Produce and circulate revised Council Tax Lists				 	<u> </u>	 	-	 												<u> </u>	 	 	1		$\vdash \vdash$	+-
J.Z. I (U)	I TOUGUE AND CITCUIALE TEVISED COUNCIL LAX LISTS				 	<u> </u>	 	-	 												<u> </u>	 	 	1		$\vdash \vdash$	+-
3.3	Electoral Registration				 	<u> </u>	 	-	 												<u> </u>	 	 	1		$\vdash \vdash$	+-
	Review canvass procedures, inc telephone, internet & door-to-door			-	1	1	1	1	1	-	-									-	1	1	1	1		-	+-
3.3.1(a)								1	1																$\vdash \vdash$	├	+-
	Tenders for canvass printing (and mailing?) Award contract for printing (and mailing) contract													_											$\vdash \vdash$	├──	+-
								1	1																$\vdash \vdash$	├	+-
	Agree and implement recruitment/payroll processes for canvassers																								$\vdash \vdash$	├	+-
	Recruit door-to door canvassers																					-				├──	+
	Recruit temporary office staff as required																					-				├──	+
	Train door-to door canvassers																					1				—	₩
	Prepare files for canvass, including telephone and internet																					1				—	₩
	Issue Canvass Forms and Reminders incl Young Persons				<u> </u>																					├──	+
	Check all initial non-returns to Council Tax and other data sources																									Ь——	₩
	Complete door-to-door canvass																									—	₩
	Record, scan, reference, process changes and audit changes																									—	₩
	Receive 'no-change' returns electronically & process as above																									—	₩
	Provide Senior Managers with canvass progress reports																									—	₩
	Check of 2-year non-returns and 'deadwood'							1												-						—	₩
	Produce and publish 'Full' and 'Edited' Registers							1												-		1					_
	Supply of Registers to appropriate bodies/public display																										
	Performance self-assessment and statistics to EC (to be confirmed)																										
	Maintenance of the Electoral Register																										
	Triennial enquiry to proxy voters							1																			_
	Review Participation Strategy							1														1				—	₩
	Elections							1														1				—	₩
	Issue AV PI requests and reminders							1														1				—	₩
3.3.4 (iii)	Issue AV PI confirmations and rejection letter							1														1				—	₩
3.3.6(a)	Attend Cabinet Office Implementation Project meetings							1														1				—	₩
3.3.6(b)	Take part in, and contribute to, Halarose Development Group							1														1				—	₩
	Development and implementation of ICT security			<u> </u>	 	<u> </u>	 	!	1	 	 					-				<u> </u>	<u> </u>	1	<u> </u>	ļ		₩	+-
3.3.6(d)	Installation and testing of new version of EROS II			<u> </u>	 	<u> </u>	 	!	1	 	 					-				<u> </u>	<u> </u>	1	<u> </u>	ļ		₩	+-
	Full end-to-end connectivity test to IER Digital Service				<u> </u>	<u> </u>	<u> </u>	 	-	<u> </u>	<u> </u>										<u> </u>	<u> </u>	<u> </u>	 	<u> </u>	ــــــ	₩
	Confirmation Dry run - separate schedule to be provided					<u> </u>															<u> </u>		<u> </u>				_
	Analysis of results of matching and detailed planning for go-live																								کا کے	هم	هم
	Ensure additional CO funding is transferred to VJB			<u> </u>	 	<u> </u>		<u> </u>		<u> </u>	<u> </u>									<u> </u>	<u> </u>	<u> </u>	<u> </u>	—			₩
3.3.6(i)	Assessment of readiness to implement IER										l				I	ĺ					1				<u> </u>	<u></u>	<u> </u>

3.4	Corporate Governance																							
3.4.1(a)	Invite nominations for Board membership	Not r	equired	in 201	3																			
3.4.1(a)(g)	Arrange Joint Board meetings											14th												
3.4.1(b)(f)	Arrange Agenda meetings																							
3.4.1(c)	Appoint Office Bearers and Sub Committee members	Not r	equired	in 201	3																			
3.4.1 (d)(e)	Appoint Authors and prepare Reports																							
3.4.1(h)	Finance Sub-Committee meeting to approve financial statements																							
3.4.3(a)	Prepare 3-year Service Plan (2014-2017)	Not r	equired	for 20	13																			
3.4.3(b)	Prepare Annual Calendar																							ٰ ۔۔۔
3.4.4(a)	Review Corporate Governance Statement	T. I.		L. L. J.	<u> </u>																			
3.4.5	Management Team Meetings	10 be	timetal	bled as	s appro	priate																		
3.4.5(b)	Review Mission and Vision Statements		L		<u> </u>																			
	Various Management Team Reviews and actions		er above																					
3.4.6	Performance Management, Planning and Reporting	See	<u>Manage</u>	ment I	eam N	leeting S	Schedu	les and	d Repo	rting F	-rame	vork												
3.4.6(I)	Present KPI targets to Joint Board for approval	-			1				-											1				
3.4.6(m) 3.4.7	Performance submissions/publications to public in Annual Report Internal Working Groups	T		ا ما ما												<u> </u>	<u> </u>			-		<u> </u>	-	
		10 06	scheal	ulea qu	uarteriy •	or as re	quirea									<u> </u>	1			-		<u> </u>	-	
3.4.8(b)(1) 3.4.9(a)	Develop and Implement Attendance Management Policy Present Annual Accounts for external audit														1-	-	-			1	-	-		
3.4.9(a) 3.4.10(b)	Review Risk Register and Action Plan	+	1	1	+	+ +							<u> </u>	1	1	1	1			1			 	
3.4.10(b)	Monitor progress against Action Plan	Ac no	er MTM	Timet	ahla	+ +			 				 	 	1	 	 			1	1	 	 	
3.4.10(d)	Review Business Continuity/Disaster Recovery Plan	AS PE	I IVI I IVI	miela	שוטוכ	1							1	 	1					-		-	1	
3.4.10(e)	Liaise with WDC Legal advisors to review all insurances		1		1															1				
3.4.10 (g)	Review various Electoral Risk Registers/Action Plans	Vario	us - anr	nually	1																			
3.4.10(g)	Review ICT systems Risk Registers/Action Plans	Vailo		·warry	1										1					1				
0.1.10(11)	Trovion To Foydonia Mak Regiotato Netion Flant																							_
3.5	Accountability																							_
3.5.1 (c)	Pass Accruals Forms to Creditors section, WDC Finance		By 5th	April																				_
3.5.1(e)(f)	Revenue Accounts and Financial Statements to be finalised		Dy Our	/ (pin																				_
3.5.1(g)	Annual Report Produced																							
3.5.1(h)	First Public Inspection																							
3.5.1(i)	Final Audit Reports and Audit Certificates to be received																							
3.5.1(j)	Finance Sub-Committee to approve the audited financial statements																							
3.5.1(k)	Submission of Annual Report and Accounts to Audit Commission																							
3.5.1(I)	Final Public Inspection (including advers in local newspapers)	By ar	rangem	ent of	Treasu	ırer																		
	Description of the Control of the Control of the CAAN																							
3.5.4(c)	Report KPIs to Scottish Government (via SAA))																							
3.5.4(d)	Produce and publish Public Performance Reports																							
3.5.4(d) 3.5.4(e)	Produce and publish Public Performance Reports Produce and return CIPFA Rating Review Budget figures to WDC																							
3.5.4(d) 3.5.4(e) 3.5.4(f)	Produce and publish Public Performance Reports Produce and return CIPFA Rating Review Budget figures to WDC Produce and report (RVAPP) to Scottish Government																							
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3.4	Corporate Governance																					
3.4.1(a)	Invite nominations for Board membership																					
3.4.1(a)(g)	Arrange Joint Board meetings																					
3.4.1(b)(f)	Arrange Agenda meetings																					
3.4.1(c)	Appoint Office Bearers and Sub Committee members																					
3.4.1 (d)(e)	Appoint Authors and prepare Reports																					
3.4.1(h)	Finance Sub-Committee meeting to approve financial statements																					
3.4.3(a)	Prepare 3-year Service Plan (2014-2017)																					
3.4.3(b)	Prepare Annual Calendar																					
3.4.4(a)	Review Corporate Governance Statement																					
3.4.5	Management Team Meetings																					
3.4.5(b)	Review Mission and Vision Statements																					
3.4.5(c) -(q)	Various Management Team Reviews and actions																					
3.4.6	Performance Management, Planning and Reporting																					
3.4.6(I)	Present KPI targets to Joint Board for approval																					
3.4.6(m)	Performance submissions/publications to public in Annual Report																					
3.4.7	Internal Working Groups																					
3.4.8(b)(1)	Develop and Implement Attendance Management Policy																					
3.4.9(a)	Present Annual Accounts for external audit		1																	$=$ \dagger	\rightarrow	
3.4.10(b)	Review Risk Register and Action Plan				T									T							$\neg \uparrow$	
3.4.10(d)	Monitor progress against Action Plan																					
3.4.10(e)	Review Business Continuity/Disaster Recovery Plan		1		t									t								
3.4.10(f)	Liaise with WDC Legal advisors to review all insurances																				-	
3.4.10 (g)	Review various Electoral Risk Registers/Action Plans	1												f						-†		
3.4.10(h)	Review ICT systems Risk Registers/Action Plans																				-+	
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3.5	Accountability																					
3.5.1 (c)	Pass Accruals Forms to Creditors section, WDC Finance																				\rightarrow	
3.5.1(e)(f)	Revenue Accounts and Financial Statements to be finalised	1																			-+	
3.5.1(g)	Annual Report Produced	1																			-+	
3.5.1(g)	First Public Inspection	1																			\longrightarrow	
	Final Audit Reports and Audit Certificates to be received	1																			\longrightarrow	
3.5.1(i) 3.5.1(j)	Finance Sub-Committee to approve the audited financial statements	1																			\longrightarrow	
3.5.1(l) 3.5.1(k)	Submission of Annual Report and Accounts to Audit Commission	1																			\longrightarrow	
		-																	-		\longrightarrow	
3.5.1(l) 3.5.4(c)	Final Public Inspection (including advers in local newspapers) Report KPIs to Scottish Government (via SAA))	-																	-		\longrightarrow	
3.5.4(d)		-																	-		\longrightarrow	
	Produce and publish Public Performance Reports	-																	-		\longrightarrow	
3.5.4(e) 3.5.4(f)	Produce and return CIPFA Rating Review Budget figures to WDC			-															-		\longrightarrow	
	Produce and report (RVAPP) to Scottish Government																					
3.5.4 (h)	Produce and return COSLA Joint Staffing Watch Survey																				\longrightarrow	
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3.6	Best Value	1					-														\longrightarrow	
3.6.3(b)	Submit PPRs to Joint Board	1		\vdash					F						 		ļ				\longrightarrow	
3.6.3 (c)(d)	Publish PPRs in DAB website etc		<u> </u>	 		-			\vdash					-		\vdash			-		\longrightarrow	
3.6.4(b)	Review Customer Consultation questionnaires and procedures	1		\vdash											 		ļ				\longrightarrow	
3.6.4(i)	Complete a Staff Satisfaction Survey	1		\vdash																	\longrightarrow	
3.6.4(j)	Complete door-to-door Canvasser survey	<u> </u>	1	├																		
3.6.4(k)	Complete Evaluation of Canvasser survey		<u> </u>	├													—					
3.6.5(b)	Customer Comment and Complaints reports for Management Team			├													—					
3.6.5(d)	Implement Revised Customer Complaints Policy (in line with SPSO Model)		<u> </u>	 																		
3.6.6.(c)	Report Customer Service performance to Management Team			├																		
0.7	Ferral Comment with a	1	1	 			-		\vdash				-		 		1		 		\longrightarrow	
3.7	Equal Opportunities	1		\vdash											 		ļ				\longrightarrow	
3.7.1(a)	Review Equalities Policies and Action Plans	1	1	 																	}	
3.7.1(h)	Produce and publish statutory Equality Reports	<u> </u>		├																		
3.7.1(i)	Publish agreed 'Outcomes' and 'Mainstreaming Report'			 																	∔	
3.7.2(f)	Review Equality Targets/Goals (superseded by 'Outcomes'?)			$\vdash \!$																	 ∔	
3.7.3(e)	Include summaries of Equalities Reports in Public Performance Reports			 																	∔	
3.7.3(f)	Include summaries of Equalities Reports in Annual Reports			 																	∔	
3.7.4(a)	Train/brief staff in relation to new Specific Duties																					
3.7.4(c)	Provide Language Line training, including refresher training	Elect	oral staf																			
3.7.4(e)	Review Equal Opportunities training requirements at T&D reviews		ļ	 _																		
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3.3.3 Review & Implement procedures for Ordering, Invoicing and Payment 3.9.6 Financial monitoring (internal) 3.9.7 Annual Accounts See 3.5.1 above - to be complete by end May 3.10. 3.10.1(g) Propare and implement ICT SLA 3.10.2(a) Review PCs etc for replacement 3.10.2(a) Review PCs etc for replacement 3.10.2(b) Investigate continus & Consider operational requirements and priorities purchase plan 3.10.2(b) Investigate continus & Consider operational requirements and priorities purchase plan 3.10.3(c) Consider operational requirements and priorities purchase plan 3.10.3(d) Review Data Protection Notification to Information Commissioner 3.10.4(d) Review Data Protection Notification to Information Commissioner 3.10.4(d) Review burchosinetity of Freedom of Information Indiging system 3.10.5(c)(d) Implement new qualitation Data but? 3.10.6(d)(d) Propare reports on requests, refusals etc to Management Team 3.10.7(d) Review use and functionality of Time Management System 3.10.7(d) Review use and functionality of Time Management System 3.10.7(d) Review use and functionality of Time Management System 3.10.7(d) Review use and functionality of Time Management System 3.10.7(d) Review use and functionality of Time Management System 3.10.7(d) Review use and functionality of Time Management System 3.10.7(d) Review use and functionality of Time Management System 3.10.7(d) Review use and functionality of Time Management System 3.10.7(d) Review use and functionality of Customer Satisfaction Reports 3.10.7(d) Review use and functionality of Customer Satisfaction Database 3.10.7(d) Review use and functionality of Customer Satisfaction Database 3.10.7(d) Review use and functionality of Customer Satisfaction Database 3.10.7(d) Review use and functionality of Customer Satisfaction Pacific Association Database 3.10.7(d) Review use and functionality of Customer Satisfaction Pacific Association Database 3.10.7(d) Review to the Customer Satisfaction Reports 3.10.7(d) Review to the Customer Satisfaction Reports 3.10.7(d) Review to the Cus		\neg	\neg	\top
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3.12.4(a) Harmonisation Meditings	+	$+\!-\!-$	-	+
3.12.5(a) AEA AGM and Conference	+	+-	\dashv	+
3.12.5(b) Plenary Meetings of Scottish Branch of AEA 3.12.7(m) Receive nominations and decide winner of 'Extra Mile Award' At MTMs after each quarter	+	+-	\dashv	+
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3.8	Staffing & Personnel Matters																		
3.8.1 (d)	Review Health and Safety Policy																	1	
3.8.2(a)	Training and Development review meetings																	1	
3.8.2 (e)	Revise budget provision for training																	1	
3.8.2(f)	Review Training and Development policy																		
3.8.3(a)	Issue, collect and analyse staff questionnaires																	1	
3.8.3(b)	Follow up questionnaire results/outcomes where appropriate																	1	
3.8.3(c)	Report outcomes to Management Team and agree actions																	1	
3.8.3(d)	Consider budgetary implications of agreed actions																	-	
3.8.3(e)	Report outcomes and actions to staff																	í	
3.8.5(c)(d)	Revise Risk Assessments and Action Plans																	í	
																		1	
3.9	Finance & Budgeting																	ı	
3.9.1(a)(b)	Review Financial Regulations and Standing Orders																	1	
3.9.1.(c)	Review guidance to staff arising from above review																	1	
3.9.2(a)	Review probable out-turn and future requirements																	1	
3.9.2(b)	Prepare and agree provisional Revenue Budget Bid																	1	
3.9.2(c)	Prepare and agree provisional Capital Budget Bid																		
3.9.2(d)	Seek approval for proposed budgets from Valuation Joint Board																		
3.9.2(e)	Prepare detailed report on make up of Budget																		
3.9.2(f)	Review of mail costs including TNT outsourcing ooption																		
3.9.3(a)	Review & Implement procedures for Ordering, Invoicing and Payment																		
3.9.6	Financial monitoring (internal)																		
3.9.7	Annual Accounts																	<u> </u>	
3.10.	Information Technology																	ı	
3.10.1(g)	Prepare and implement ICT SLA																	1	
3.10.2(a)	Review PCs etc for replacement																		
3.10.2(a)(1)	Investigate Citrix, Juniper and Broadband issues in Campbeltown																	1	
3.10.2(b)	Investigate options & costs for procurement via WDC ICT																		
3.10.2(c)	Consider operational requirements and prioritise purchase plan																		
3.10.2(d)	Complete Capital Budget Bid and Submit to Joint Board																		
3.10.3(a)	Review Data Protection Notification to Information Commissioner																		
3.10.4(a)	Review functionality of Freedom of Information logging system																		
3.10.4(b)	Prepare reports on requests, refusals etc to Management Team																		
3.10.5(c)(i)	Implement new valuation 'Data Hub'																		
3.10.6(a)(c)	Attend EROS II User Group meetings/IER Development meetings																		
3.10.6(d)(i)	Implement and test revised version of ERO II																		
3.10.7(d)	Review use and functionality of Time Management System																		
3.10.7(f)	Provide Management Team with Customer Satisfaction Reports																		
3.10.7(g)	Review use and functionality of Customer Satisfaction Database			_						1					ļ			 	لــــــــــــــــــــــــــــــــــــــ
3.10.7(i)	Refresh Mail Logging system and report performance													4	 			 	—
3.10.9(b)(i)	Refresh website to reflect changes to Model Publication Schemes				-	1		_		1 1			-		 			 —	
3.10.10(b)(c)	Develop Intranet site to include policy documents, revised access levels				-	1		_		1 1			-		 			 —	
		-		 		1	1	 _		1					 		1	 	+
3.11	Freedom of Information													4	 			 	igspace
3.11.2(a)	Review Freedom of Information Policy & Publication Schemes	-		 		1	1	 _		1					 		1	 	↓
3.11.3	Review information Audit & Staff Guidance (to follow above)	-	1	 -		1		 	_	1					-	_		 	+
2.42			1	 	-			 _		1	_	_	 -	+	 	1		 —	+
3.12	Key Partnerships		1		_	1		 _		<u> </u>		_	 -	_	 	1		 	
0.40.4(1)	Most are subject to variable timetables or external agreement			_				_		1					 		1	 	+
3.12.1(h)	Budget planning meetings with Treasurer/Accountants							_		<u> </u>		_	 -	_	 	1		 	
3.12.1 (p)	Draft and Implement a Service Level Agreement for WDC Services							_				_	 -	_	 	1		 	
3.12.2 (b)	Provide reconcilliation files and follow-up meetings where required																	 	—
3.12.3(a)	Attend SAA Plenary Meetings	-		 			1	_		1							1	 	
3.12.4(a)	Harmonisation Meetings		1	 				 _		1	_			+	 	1		 —	₩
3.12.5(a)	AEA AGM and Conference		1	 	-		-	_		1	_	_		+	 	<u> </u>		 —	₩
3.12.5(b)	Plenary Meetings of Scottish Branch of AEA			 	-		1	_			_	_	 -	+	 			 —	+
3.12.7(m)	Receive nominations and decide winner of 'Extra Mile Award'																	 	