

PERFORMANCE ACTION PLAN TEMPLATE

This template is to be completed and forwarded to the Corporate Performance Team for ALL Corporate and Directorate performance measures showing **RED** status of non-compliance against the specified target. It needs to be updated on a monthly basis for the period that the measure shows a **RED** status.

INDICATOR OVERVIEW			
Indicator Title	TRDP10 - Reduction in the total number of published supplementary agendas for Council Cabinet and committee meetings		
Strategic Director Lead	Joe Blott		
Departmental Lead	Surjit Tour		
Year End Target	25	Year End Forecast	30

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance		
Performance this Period	23 (As at November 2014)	+ / - Target : +13 (Q2)
Non-compliance reason	Performance was below target for the first quarter of 2014/15, but has been exceeded as 12 supplementary agendas were published during the second quarter of 2014/15 and a further 8 have been published in October and November 2014.	

ACTIONS: This describes what's necessary or how to achieve a 'green' score. This way everyone is clear on what is required and when; knows the expected outcome and how to achieve it.	
What (is required)	Reduction in the number of published supplementary agendas during the second half of 2014/15 to bring performance back on track.
How (will it be achieved)	If officers responsible for submitting reports to Committee Services can keep to the deadlines set for receipt of reports then the need for supplementary agendas will be kept to a minimum.
Who (will be responsible)	Surjit Tour
When (will results be realised)	March 2015, a further five supplementary agendas have been published in November 2014. It is forecast that the 2014/15 year end performance will be 30, exceeding the year end target by 5.