

ANNEX 1

CHIEF EXECUTIVE'S SERVICE – SERVICE PLAN ACTIONS FOR SIX MONTHS ENDING 30 SEPTEMBER 2016

Action	Lead	Current Period - September 2016				
		Start Date	Target Date	Overall Status	BRAG	Comment
01 – Support for Our Islands Our Future – Establish appropriate arrangements regarding lead officers and support the development of the campaign.	Alistair Buchan	01-04-2016	31-12-2016	In Progress	Green	Appropriate arrangements regarding lead officers and support are in place.
02 – Audio casting – Review the resourcing of audio casting including equipment and staffing requirements, and develop protocols and further guidance for Members and Officers taking part in meetings that are broadcast.	Karen Greaves	01-04-2016	31-03-2017	In Progress	Green	Staff resources are in place and resilience is being addressed to ensure coverage for annual leave and sickness absence. Guidance is available and protocols are being developed.
03 – Communications Strategy - Review the strategy with support from the Short Life Member Officer Working Group and publish updated version of the strategy.	Karen Greaves	01-04-2016	31-03-2017	In Progress	Green	The Communications MOWG has met and two further meetings are scheduled. Following these meetings the strategy will be reviewed.
04 – Governance Review - Undertake a review of governance arrangements to address matters such as	Karen Greaves	01-04-2016	30-09-2017	In Progress	Green	A Harbour Authority Sub-committee has been established. The Council's Orkney Health and Care

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harbour authority governance and integration of health and social care, including revised Schemes of Administration and Delegation, with the aim to reduce agenda sizes by 20% to 25%.						Committee has been retained meantime to enable a settling in period for the Integration Joint Board. The Schemes of Administration and Delegation are still to be updated.
05 – Review of Twinning arrangements - Undertake a review of Twinning arrangements.	Karen Greaves	01-04-2016	31-12-2017	In Progress	Green	Work on this action will start early in 2017.
06 – Empowering Communities - Deliver the Empowering Communities Pilot Project to allow fragile island communities the opportunity to have a greater responsibility for the design, management and delivery of Council run services in their area.	Karen Greaves	01-04-2016	31-03-2017	In Progress	Green	The Empowering Communities Project continues to deliver and will be reviewed in early 2017.
07 – Workforce Planning - Identify key challenges facing the Service and develop a workforce plan.	Karen Greaves	01-04-2016	31-12-2017	In Progress	Green	Work has begun with support from colleagues in HR and Performance to develop a Workforce Plan for the Chief Executive's Service.
08 – Pension system software - Implement the Heywoods Pension System software and	Gareth Waterson	01-04-2016	31-03-2017	In Progress	Green	Work is ongoing to transfer manual records to the new

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transfer manual service records to the system.						software.

Personnel key

Chief Executive – Alistair Buchan

Head of Finance – Gareth Waterson

Head of Executive Support – Karen Greaves

BRAG key

Red - the agreed action is experiencing significant underperformance, with a medium to high risk of failure to meet its target.

Amber - the agreed action is experiencing minor underperformance, with a low risk of failure to meet its target.

Green - the agreed action is likely to meet or exceed its target.

Blue - the agreed action has been progressed to completion.