

REPORT TO: BEST VALUE, PERFORMANCE AND EFFICIENCY SUB COMMITTEE
- 21 MARCH 2008

REPORT ON: QUARTERLY MONITORING REPORT ON PROGRESS WITH
STRATEGIC PLANS

REPORT BY: ASSISTANT CHIEF EXECUTIVE (COMMUNITY PLANNING)

REPORT NO: 187-2008

1. **PURPOSE OF REPORT**

To report to the Sub Committee on progress with the objectives, projects and reviews contained in the Council's strategic plans.

2. **RECOMMENDATIONS**

It is recommended that the Sub Committee note the report and discuss any issues arising from the Exception Report which is introduced in section 9 below and detailed in the Appendices.

3. **FINANCIAL IMPLICATIONS**

None.

4. **BACKGROUND**

4.1 This is the latest quarterly report on progress with items in the Council's strategic plans, based on analysis of the assessments made in the Online Plan Monitoring Database.

4.2 A number of plans only recently approved by Committee are still in the process of being added to the database, which currently stores details of 1,343 plan items. All departmental plans should be included in time for the next quarterly report in June. Some other plans have only been very recently added to the database, which explains the number of items for which the first assessment of progress has not yet been made. Please note also that the database includes the action plans from Dundee's Community Plan for which the Council has overall responsibility, which explains why officers from partner organisations are shown as responsible for certain items.

4.3 As with previous quarterly reports, this report provides statistical information on all the plan items but focuses on those items which have been assessed as behind schedule, unlikely to be achieved or abandoned. These are detailed in the Appendices. A number of these items appear to be duplicated because the same plan item appears in more than one strategic document (e.g. both the Council Plan and a departmental Service Plan).

5. **STRATEGIC PRIORITY ONE - CREATING AND DELIVERING A VISION FOR DUNDEE**

5.1 There are 650 objectives, projects and reviews being monitored at present whose primary theme is one of the six Council Plan themes which relate to 'creating and delivering a vision for Dundee'. Of those 650 the latest assessments are:-

	No.	%
Completed	99	15.23%
Ahead of Schedule	11	1.69%
On Schedule	457	70.31%
Behind Schedule	21	3.23%
Unlikely to be Achieved	4	0.62%
Abandoned	5	0.77%
First update not yet done	53	8.15%

5.2 Notable achievements to date include:-

- . mechanisms being developed to engage with members of the city's Eastern European community
- . More Choices, More Chances programme for young people now well underway and meeting targets to assist them into employment, education and training
- . tender preparation underway for next phase of Central Waterfront project, which includes the Tay Road Bridge ramps
- . integrated Employability Strategy produced and being implemented
- . Dundee Partnership for the Environment Strategy finalised
- . new integrated system for approval of disabled parking bays now live and short listed for national e-government award
- . 59,000 smartcards now issued, with cards being used for 12 applications
- . client tracking system to integrate support to young people is now operational
- . Dundee again selected as a Top 7 Intelligent Community
- . increase in tourism spend in 2007/8 to £4.8 million
- . test purchasing underway to deter sales of cigarettes to children
- . Emergency Plan updated, Support Centres Plan complete and Manual produced
- . latest Home Energy Conservation report shows decrease in energy use of 25.1% and reduction of 27.5% in CO₂ emissions from 1996-2007
- . draft Regeneration Frameworks produced for Lochee, Hilltown and Whitfield
- . Council working with Universities and College to highlight Dundee as a training base for the Commonwealth Games
- . Local Community Planning Partnerships established
- . Strategic Environmental Assessment framework in place, and full SEAs carried out for Public Open Space Strategy and Core Paths Plan
- . 29 schools have gained environmental awards
- . Sustainable Construction Design Checklists being completed for projects by Architectural Services, highlighting the effect of designers' material choices on the environment
- . 52 Neighbourhood Recycling Points located throughout the city, with more planned

6. STRATEGIC PRIORITY TWO - MODERNISING AND IMPROVING SERVICES TO THE PUBLIC

6.1 There are 525 objectives, projects and reviews being monitored at present whose primary theme is one of the four Council Plan themes which relate to "modernising and improving services to the public". Of these 525 the latest assessments are:-

	No.	%
Completed	142	27.05%
Ahead of Schedule	5	0.95%
On Schedule	276	52.57%
Behind Schedule	27	5.14%
Unlikely to be Achieved	6	1.14%
Abandoned	12	2.29%
First update not yet done	57	10.86%

6.2 Notable achievements to date include:-

- the Council is undertaking an Efficiency Diagnostic study, to identify projects that will deliver efficiency savings
- detailed plans developed for a one-stop shop at Dundee House
- deployment of a new electronic database to capture complaints underway
- Tayside Procurement Consortium established
- six service reviews currently taking place using Lean Service principles
- new online transactions include paperless applications for Council Tax Direct Debit and Caird Hall enquiries, with work underway on reporting fly-tipping and abandoned cars
- the first phase of an extensive programme of community engagement on the new Local Community Plans is complete
- equality issues now addressed in all departmental service plans
- new services available through customer contact centres include disabled parking bay applications, free school meals/clothing grants, rent recovery agreements and blue badge applications

7. STRATEGIC PRIORITY THREE - MAKING THE BEST USE OF PUBLIC RESOURCES IN THE CITY

7.1 There are 168 objectives, projects and reviews being monitored at present whose primary theme is one of the six Council Plan themes which relate to "making best use of public resources in the city". Of these 168 the latest assessments are:-

	No.	%
Completed	14	8.33%
Ahead of Schedule	0	0%
On Schedule	110	65.48%
Behind Schedule	1	0.60%
Unlikely to be Achieved	0	0%
Abandoned	0	0%
First update not yet done	43	25.60%

7.2 Notable achievements to date include:-

- updated option appraisal guidance issued to departments
- Asset Management Plan approved, covering all the Council's operational property
- Single Status Agreement on target for implementation in April
- all planning consents and building warrants have been approved for Dundee House, and the design currently carries an 'excellent' rating for environmental and sustainability issues
- business-related IT applications now replicated at a second data centre, enhancing business continuity
- new financial management system, Authority Financials, installed
- 18 staff now taking part in the home working pilot in Finance Revenues

8. OVERALL PERFORMANCE

8.1 When the Online Plan Monitoring database was checked on 12 March 2008:

- the total percentage of plan items which were completed, ahead of schedule or on schedule was 82.94%.
- the total percentage of items which were behind schedule, unlikely to be achieved or abandoned was 5.67%
- 11.39% of items had still to receive their first assessment of progress.

8.2 This is the first report produced since the new Council Plan and departmental Service Plans were approved. Future reports will include a comparison with the previous quarter so trends in the percentage figures set out in paragraphs 5.1, 6.1, 7.1 and 8.1 can be monitored.

9. EXCEPTION REPORT

9.1 The appendices show items under the following strategic priority headings which were assessed as behind schedule, unlikely to be achieved or abandoned when the database was checked on 12 March 2008.

Appendix 1 - Creating and Delivering a Vision for Dundee

Appendix 2 - Modernising and Continuously Improving Services to the Public

Appendix 3 - Making the Best Use of Public Resources in the City

9.2 There are a total of 84 items in the Appendices, some of which may appear more than once if the same commitment is made in more than one strategic plan. In most cases, the progress assessments give an explanation for why the plan item is behind schedule, unlikely to be achieved or abandoned, and many include revised targets or alternative ways in which the objective is being pursued. Please note that:

- a number of items from the Dundee Community Plan, Sustainability Policy Action Plan and Equalities schemes appear not to have very recent updates. This is because the database is programmed to request updates for these items on dates which tie in with the reporting requirements for these particular plans. Items in the Council Plan and departmental Service Plans will receive quarterly updates, timed to give reports to the Sub Committee which are as up-to-date as possible
- assessment dates for items which have been 'abandoned' may also appear older, as no further updates are requested once plan items have been given this status
- a high proportion of the items included in the appendices are from the equalities schemes

10. POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of sustainability, strategic environmental assessment, anti-poverty, equality impact assessment and risk management. There are no major issues.

11. CONSULTATIONS

The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Head of Finance and all Chief Officers have been consulted.

Chris Ward
Assistant Chief Executive
(Community Planning)

..... 14/03/2008

**Creating and Delivering a Vision for Dundee
Items Assessed as Behind Schedule, Unlikely to be Achieved or Abandoned**

Appendix 1

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Council Plan 2007-2011	Deploy the renewed air quality standards.	Albert Oswald	11/03/2008	The findings to date of the Review and Assessment process of air quality has demonstrated that for the National Air Quality Standards and objectives for carbon monoxide, benzene, 1,3-butadiene, lead and sulphur dioxide there is no risk of the objectives for these pollutants being exceeded and hence there is no need to proceed to a detailed assessment. An AQMA covering the whole of the local authority area was declared for nitrogen dioxide in July 2006. The findings of the most recent Updating & Screening Assessment report and the draft Progress Report (2007), confirm the need for the AQMA for nitrogen dioxide and identified new locations at which the annual mean objective is exceeded. The consequence of this is that the council is required to undertake further assessment of nitrogen dioxide and formulate an Air Quality Action Plan to work towards achieving the NAQ Standards & Objectives for this pollutant. Although behind schedule, actively pursuing project and a revised timeframe for this project will be intimated to committee.	Behind Schedule
Dundee Community Plan 2005-2010	Provide 180 social rented houses per annum focussing on the priority areas -Caird Suburb (Ardler, -Kirkton, Mill O Mains -Hilltown -Stobswell - Fintry -Lochee/Charleston	Chris Ward	29/10/2007	170 affordable housing approvals were issued during 2006/07. Construction work has begun or is due to start on site covering 141 units in Lochee, Charleston and Douglas areas of the city. Discussion on new development opportunities for 2007/08 continues to be focussed on the priority areas identified.	Unlikely to be Achieved

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Dundee Community Plan 2005-2010	Introduce grant assistance for security measures in tenement property in private sector	Chris Ward	06/11/2007	Pilot project at 2-4 Park Avenue complete, but progress with other tenement properties in Stobswell has been slower than hoped, mainly due to difficulties in getting owners to agree and getting tenement organisers to submit grant applications and progress contracts. Two further tenements have grants approved and hopefully will start soon, but two are not progressing at all because of lack of co-operation by some landlords. Best outcome predicted is that 9 out of the 13 tenements targeted will complete with both security and environmental grants and a further 2 will install security measures independently.	Behind Schedule
Dundee Community Plan 2005-2010	Evaluate future options for CCTV technology, use maximisation and efficiency	Tony Boffey	08/10/2007	Because of the need to move to digital cameras, the original project has been abandoned. The Council will work in partnership with Tayside Police to review the city's CCTV systems.	Abandoned
Dundee Community Plan 2005-2010	Explore funding options to support Lead Worker appointment for Race Incident Multi Agency Panel	Tony Boffey	09/10/2006	A similar position now exists within the Citizens Advice Bureau. As the funding application for appointing support to the Lead Officer has been unsuccessful with no alternative funding stream determined and in light of the aforementioned, consideration should be given to abandoning this proposal. RIMAP continues to deliver and wholly function.	Abandoned
Dundee Community Plan 2005-2010	Produce an annual 'State of Dundee Environment' Report	Merrill Smith	29/10/2007	Dependent on funding, the first "State of Dundee's Environment" report is to be produced at the end of 2008 - one year after the launch of the Environmental Strategy.	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Dundee Community Plan 2005-2010	Reduce the % of Dundee's workforce who have no formal qualifications from 34.2% to 30% over the life of the Plan	Stewart Murdoch	31/10/2007	The latest information from NOMIS (Dec 2006) shows that 34.5% of the total working age population have not achieved NVQ2 level qualifications, the accepted definition of 'no formal qualifications'. Thus, after a slight fall by April 07 to 34.1%, the trend is now upwards rather than downwards.	Behind Schedule
Dundee Community Plan 2005-2010	Land and property - Identify potential for development of area for recycling uses	Steve Carter	31/10/2007	A briefing paper has been prepared looking at potential sites and this is being considered as part of Action Plan process. Funding has not been identified for feasibility study. Alternative sources are being investigated.	Behind Schedule
Dundee Community Plan 2005-2010	Culture and tourism - Develop the leisure and tourism potential of Greater Camperdown	Steve Carter	01/11/2007	There are no significant, live proposals to develop Greater Camperdown. A modest leisure development, in partnership with the private sector, has been agreed for peak times during the year.	Behind Schedule
Dundee Community Plan 2005-2010	Culture and tourism - Consolidate the development of the City's Cultural Quarter	Steve Carter	31/10/2007	Two physical improvement projects were planned for 2007/8. A planning brief has been prepared for the area between South Tay St and Marketgate to complement the Alliance Trust development - this is intended to breathe new life into the backland area behind South Tay Street.	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Environmental Health And Trading Standards Service Plan 2007-2011	Implementation of Air Quality Strategy for England, Scotland, Wales & Northern Ireland.	Albert Oswald	11/03/2008	The findings to date of the Review and Assessment process of air quality has demonstrated that for the National Air Quality Standards and objectives for carbon monoxide, benzene, 1,3-butadiene, lead and sulphur dioxide there is no risk of the objectives for these pollutants being exceeded and hence there is no need to proceed to a detailed assessment. An AQMA covering the whole of the local authority area was declared for nitrogen dioxide in July 2006. The findings of the most recent Updating & Screening Assessment report and the draft Progress Report (2007), confirm the need for the AQMA for nitrogen dioxide and identified new locations at which the annual mean objective is exceeded. The consequence of this is that the council is required to undertake further assessment of nitrogen dioxide and formulate an Air Quality Action Plan to work towards achieving the NAQ Standards & Objectives for this pollutant. Although behind schedule, actively pursuing project and a revised timeframe for this project will be intimated to committee.	Behind Schedule
Housing Service Plan 2007-2011	Implement Housing (Scotland) Act 2006	Elaine Zwirlein	19/02/2008	Detailed guidance has still not been issued by Communities Scotland/Scottish Government. In the meantime, 3 of a planned 8 meetings of an Implementation Group comprising of officers from a number of departments have been held. The lack of definitive guidance does however hinder progress. Implementation Group meetings will continue pending the issue of relevant guidance.	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Housing Service Plan 2007-2011	Landlord Registration - All private landlords in Dundee to be registered	Elaine Zwirlein	11/03/2008	The latest Communities Scotland statistics of January 2008 state that we have approved 33.34% of applications. Submitted applications = 3584. Approved applications = 1195. We have approved all valid applications. We are now chasing landlords for confirmation of their registration and for payments. The difficulties with the sundry payment system has slowed down our billing process. Arneil Johnston's Good Practice Report and Action Plan for Dundee were received in February 2008. We are currently reviewing these documents and are to respond to the Action Plan by 29/2/08.	Behind Schedule
Leisure And Communities Department Service Plan 2007-2011	Provide the client input to the McManus Galleries and Museums refurbishment programme	Stewart Murdoch	14/02/2008	The additional underpinning work has extended the refurbishment contract by 6 months. External works are now nearing completion and scaffolding has been removed from most of the building. Display fit-out contract work is progressing on schedule.	Amended Schedule agreed
Leisure And Communities Department Service Plan 2007-2011	Promote health and educational benefits through the provision of sport and physical activity programme in the city, in partnership with Health Authority and other professionals	Stewart Murdoch	05/03/2008	Initial meeting with partners completed. Future plans for linking strategies and shared outcomes to be organised. Behind schedule due to end of financial year pressures and external funding uncertainty.	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Leisure And Communities Department Service Plan 2007-2011	Review the Scheme for the Operation of Community Councils	Stewart Murdoch	03/03/2008	Scottish Government have advised that a summary of the consultation findings will be available later in 2008. It is not expected that the Council will be in a position to progress the review locally prior to October 2008. Further local action is not possible until the national group report has been assessed by Scottish Government	Amended schedule agreed
Occupational Therapy Best Value Review Action Plan	Review policy for provision of ramping and storage following the conclusion of the National Wheelchair Service Review	Alan Baird	09/10/2007	Abandoned as Wheelchair Review is not in a format that it can be responded to.	Abandoned
Occupational Therapy Best Value Review Action Plan	Develop comprehensive and easily understood public information and make this available in various formats including the Council's website by December 2006	Alan Baird	12/03/2008	Promotion of Dundee Independent Living Centre is developing through a website, leaflets and advertising. Occupational Therapy information is being updated as required.	Behind Schedule
Planning And Transportation Service Plan 2007-2011	Albert Square environmental improvements.	Mike Galloway	20/02/2008	Phase 1 complete. Phase 2 nearing completion. Programme behind schedule due to delays with Galleries project. Discussion ongoing with Galleries contractors regarding phasing of outstanding works.	Behind Schedule
Planning And Transportation Service Plan 2007-2011	Revise Local Transport Strategy document	Mike Galloway	07/03/2008	Revision of Local Transport Strategy not started, awaiting Regional Transport Strategy to be finalised and approved	Behind Schedule
Sustainability Policy Action Plan	Title: Dundee City Centre. Action: Promote and supervise public realm and infrastructure improvements at Albert Square to improve Dundee city centre's attractiveness as a regional centre. Target: Albert Square Environmental Improvements complete.	Mike Galloway	14/02/2008	Phase 1 complete. Phase 2 nearing completion. Programme behind schedule due to delays with Galleries project. Discussion ongoing with Galleries contractors regarding phasing of outstanding works.	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Sustainability Policy Action Plan	Title: Coastal Protection Works. Action: Secure external funding for coastal protection works at locations including Broughty Ferry, Douglas Terrace and Riverside. Target: External funding for coastal protection works secured by end March 2006.	Mike Galloway	12/03/2008	External funding from Scottish Government now rolled up into overall local government settlement, so works required will have to be funded from the Council's budget allocation. Consultant's report received and being appraised, with report likely to go to Committee in Summer 2008.	Abandoned
Sustainability Policy Action Plan	Title: SHAW Award in Finance. Action: Achieve SHAW silver award in the Finance Dept. to promote the benefits of a healthy lifestyle to staff. Target: Bronze award achieved and progressing towards achieving silver award.	David Dorward	08/10/2007	Bronze Award achieved. Department has decided not to go for Silver Award.	Abandoned
Sustainability Policy Action Plan	Title: National Air Quality Strategy Framework (1). Action: Declare an Air Quality Action Area (AQMA) for NO2 and work in partnership with relevant stakeholders to reach the national objective targets through the introduction and implementation of Action Plans. Target: AQMA declared and action plan in place.	Albert Oswald	11/03/2008	An AQMA covering the whole of the local authority area was declared for nitrogen dioxide in July 2006. The findings of the most recent Updating & Screening Assessment report and the draft Progress Report (2007), confirm the need for the AQMA for nitrogen dioxide and identified new locations at which the annual mean objective is exceeded. The consequence of this is that the council is required to undertake further assessment of nitrogen dioxide and formulate an Air Quality Action Plan to work towards achieving the NAQ Standards & Objectives for this pollutant. Although behind schedule, actively pursuing project and a revised timeframe for this project will be intimated to committee.	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Sustainability Policy Action Plan	Title: Broughty Ferry Environmental Project(2). Action: Continue to develop the understanding and knowledge of this project across the whole Council. Continue to encourage local groups outwith Broughty Ferry to examine the BFEP with a view to replicating this project across the city. Target: Attract funding from the CRF and other funding streams to roll out the initiative in one other part of Dundee.	Stewart Murdoch	11/03/2008	Scottish Natural Heritage funding is forthcoming for 2008/9 to sustain BFEP. SNH are supportive of a pilot project outwith the Broughty Ferry area and a West End initiative is being considered. However, no additional funding is available	Unlikely to be Achieved
Sustainability Policy Action Plan	Title: Greater Balgay Park. Action: Greater Balgay Park - implementation of environmental improvements, picnic areas, improved access, providing information boards. Restoration of bridge and lighting scheme. Target: Increase visitor enjoyment and participation. Link in green circular city network cycle route.	Stewart Murdoch	12/03/2008	Progress made on small-scale environmental improvements and improved signage. Restoration of bridge now underway and scheduled for completion in April.	Behind Schedule
Sustainability Policy Action Plan	Title: Regeneration Strategies. Action: Playground improvements to Mill O'Mains, Milnbank, Stirling St, Baxter Park. Target: To increase user participation in city parks by providing improved facilities.	Stewart Murdoch	11/03/2008	Baxter Park Play Area now open to the public. Associated landscape works were completed in July 2007. The park is currently in the defects liability period and damage to planting will be replaced by the contractor.	Behind Schedule
Sustainability Policy Action Plan	Title: Community paths challenge project. Action: Community paths challenge project where physical and developmental projects are being undertaken through ideas submitted by community members on access issues. Target: To include members of the local community in developing paths within their communities.	Stewart Murdoch	15/02/2008	There are 4 outstanding Community Paths Challenge Projects. The Link from the Green Circular to the Railway Station will be considered as part of the waterfront redevelopment. The other three projects are unlikely to be achieved unless funding can be identified.	Unlikely to be Achieved

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Sustainability Policy Action Plan	Title: Discovery Smartcard Scheme(2). Action: Explore the feasibility of incorporating car parking transactions into the Smartcard Scheme. Target: Increase the number of Departmental Services to the Discovery Card from 2 to 3.	Mike Galloway	12/03/2008	The project was deemed unachievable due to technical and development cost at this stage.	Unlikely to be Achieved
Waste Management Service Plan 2007-2011	Investigate the use of alternative fuels for department's fleet for example bio diesel where appropriate	Jim Laing	20/02/2008	This investigation has not yet been started.	Behind Schedule

**Modernising and Improving Services to the Public
Items Assessed as Behind Schedule, Unlikely to be Achieved or Abandoned**

Appendix 2

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Best Value Audit Improvement Action Plan	Area for Improvement (K1) Take steps to ensure that the Council can demonstrate its commitment to equal opportunities in its service delivery, and show progress with its overall approach to sustainable development. Measures Develop and implement Equality Action Plans for each service, by December 2005.	Stewart Murdoch	11/03/2008	The Council has now completed Race and Disability Equality schemes with departmental equality actions placed on the corporate monitoring database. A Gender Equality Scheme was completed by June 2007. Schemes addressing Age, Sexual Orientation and Religion/Belief will be prepared by Summer 2008. This project is behind schedule as we have been preparing our schemes in light of new legal responsibilities and guidance being supplied by the Commission for Racial Equality, Disability Rights Commission and the Equal Opportunities Commission.	Behind Schedule
Corporate Planning Service Plan 2007-2011	Develop a single application form for all core National Entitlement Card services	Chris Ward	04/02/2008	Single application form has been designed. Implementation delayed until integration with national system complete. No date as yet known for this. Once date set, the new application form will be integrated with this.	Behind Schedule
Council Plan 2007-2011	Audit the conduct of equality impact assessment on new plans.	Stewart Murdoch	28/02/2008	Due to staff shortages/vacancies, there has been no systematic audit of EQIAs. This will be reviewed once the staffing situation is resolved	Behind Schedule
Council Plan 2007-2011	Review the scheme for the operation of community councils.	Stewart Murdoch	03/03/2008	Scottish Government have advised that a summary of the consultation findings will be available later in 2008. It is not expected that the Council will be in a position to progress the review locally prior to October 2008. Further local action is not possible until the national group report has been assessed by Scottish Government	Amended Schedule agreed

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Disability Equality Scheme 2007-2010	Continue to review harassment policy for effectiveness in eliminating harassment of disabled people related to their disability by July 2007	Jim Petrie	04/01/2008	Due to the department's workload, it will be necessary to revise the target date for this issue.	Unlikely to be Achieved
Disability Equality Scheme 2007-2010	Carry out confidential survey of Council employees who have a disability by April 2008 and feedback action	Jim Petrie	04/01/2008	Due to the department's workload, it will be necessary to revise the target date for this issue.	Unlikely to be Achieved
Disability Equality Scheme 2007-2010	Monitor progress of full Equality Impact Assessments in relation to disability by December 2007	Rob Pedersen	18/12/2007	Information available on EQIAs collated for Annual Reporting of Disability Equality Scheme published December 2007. EQIAs screening actions 30% complete but numbers of completed EQIAs still relatively low. Agreed that this to be addressed in discussion on Equality and Diversity Team Leader's post	Behind Schedule
Disability Equality Scheme 2007-2010	Include disability equality and diversity objectives as part of the Council training consultancy outlined in the Generic Equality and Diversity Scheme by December 2007	Jim Petrie	04/01/2008	Due to the department's workload, it will be necessary to revise the target date for this issue.	Unlikely to be Achieved
Disability Equality Scheme 2007-2010	Identify training needs of partners - review July 2007	Jim Petrie	04/01/2008	Due to the department's workload, it will be necessary to revise the target date for this issue.	Unlikely to be Achieved
Disability Equality Scheme 2007-2010	Review the Community Contact Team to include contact strategies across disability groups by April 2007	Stewart Murdoch	16/05/2007	Community contact posts have been deleted.	Abandoned

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Disability Equality Scheme 2007-2010	The Education Department will continue to work closely with the Personnel Department to develop ways to publish all relevant information in a sensitive and helpful way. Due date - ongoing	Anne Wilson	20/12/2007	IT system is still not fully operational	Unlikely to be Achieved
Disability Equality Scheme 2007-2010	Assess bi-lingual pupil support policy and practice by June 2007	Anne Wilson	18/12/2007	Having awaited the new placing request forms in order to review service proformas, a revised booklet is being prepared along with the parental DVD which is being worked on. This has been a further development of the original action point. These should be completed by the end of this session.	Behind Schedule
Equality Impact Assessments	Review tenant handbook - review accessibility March 2006	Elaine Zwirlein	06/03/2008	Final draft complete, submitted for printing	Behind Schedule
Equality Impact Assessments	Develop resources and training to ensure tenants organisations do not operate anti discriminatory practices - review accessibility March 2006	Elaine Zwirlein	11/03/2008	The January training session has been put forward to March as the 'umbrella' tenant organisation through which the training was being delivered was awaiting 'registration' status before proceeding. This was granted by Housing, ES and DCS Committee in February 2008	Behind Schedule
Equality Impact Assessments	Review signing process - review accessibility September 2006	Elaine Zwirlein	06/03/2008	This process is being reviewed as part of the overall review of the allocation processes and procedures. Process is in draft form and should be completed by the first week in December 2007.	Behind Schedule
Equality Impact Assessments	Review processes and referrals for special needs housing - review accessibility March 2006	Elaine Zwirlein	06/03/2008	This review is being carried out as part of the overall review of allocation processes and procedures. Process has been delayed due to work being carried out to the Letting Policy.	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Equality Impact Assessments	Review procedures and monitoring for adaptations - review accessibility March 2006	Elaine Zwirlein	09/11/2007	Still working with contractor to try to reduce target time for installation.	Behind Schedule
Equality Impact Assessments	Implement Homepoint standard of information - review accessibility July 2006	Elaine Zwirlein	07/01/2008	Still ongoing - audit delayed due to factors outwith the control of the City Council - await revised audit date	Behind Schedule
Equality Impact Assessments	Undertake a review of Dundee Translation and Interpretation Service - review accessibility June 2007	Stewart Murdoch	19/12/2007	The final report from the Business Support Unit has not yet been completed due to staffing problems. This item is behind schedule due to delays in accessing information. The review has now been revised to include a new approach to process analysis, which will set the groundwork for continuous improvement of the service in future	Behind Schedule
Equality Impact Assessments	Review the role of the community contact team in response to research findings - review accessibility December 2006	Stewart Murdoch	19/12/2007	The final report is behind schedule due to difficulties in accessing relevant information and staff absences. This linked to the Dundee Translation and Interpretation Scheme review and will be completed to the same schedule	Behind Schedule
Equality Impact Assessments	Adapt signs for water safety - review accessibility 2007	Stewart Murdoch	07/01/2008	At present nothing further is happening due to lack of priority at this present time.	Behind Schedule
Equality Impact Assessments	Review Promotional Strategy for Standards of Hygiene - review accessibility July 2006	Albert Oswald	11/02/2008	Bid for grant from Food Standards Agency Scotland to trial blended learning techniques in Chinese community not successful. Various materials used by officers during enforcement and advice in a number of languages (eg Urdu, Cantonese, Polish etc) Links with local college to provide food hygiene courses on a number of languages when demand permits	Abandoned
Equality Impact Assessments	Review customer annual assessment procedures on consultancy - review accessibility annually in May	Mike Galloway	02/11/2006	The department has joined a new Local Authority Benchmarking Club which conducts and shares the necessary data gathered.	Abandoned

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Equality Impact Assessments	Review the risk assessment procedure in the City Centre	Mike Galloway	11/03/2008	EQIA Screening for Race completed and submitted Sept. 2005. EQIA Screening for Gender completed and submitted May 2007.	Behind Schedule
Equality Impact Assessments	Develop customer satisfaction surveys which meets the needs of minority ethnic communities and disability groups - review accessibility December 2006	Mike Galloway	31/12/2007	Lack of data for target groups makes it difficult to engage and thus tailor survey to the requirements of named subjects.	Unlikely to be Achieved
Equality Impact Assessments	Adapt training course brochure to reflect cultural needs - review accessibility December 2006	Jim Petrie	19/06/2007	A training brochure is no longer being produced. Instead, staff are being encouraged to identify training needs to which the Personnel Department will respond, rather than choose from a list of available courses.	Abandoned
Equality Impact Assessments	Revise Strategy for 5-14 in S/S2 - part of policy review in line with Curriculum of Excellence Review - review accessibility March 2007	Anne Wilson	17/11/2006	Guidance on the Scottish Executive programme 'A Curriculum For Excellence' is not yet available. There will be a need to revisit the entire 3-18 curriculum in due course.	Abandoned
Equality Impact Assessments	Review of guidelines for preparing Section 22 (2) Adoption (Scotland) Act 1978 Reports - review accessibility December 2006	Alan Baird	01/02/2008	Not required as guidelines are already incorporated in other Operating Procedures that have not been identified as requiring amendment, review or update.	Abandoned
Equality Impact Assessments	Assess impact of national objectives and standards for social work in the criminal justice service in community service; through care; employment - review accessibility December 2006	Alan Baird	23/03/2007	National Objectives and Standards for Social Work Services in the Criminal Justice System are being formally reviewed on a national basis. In the light of this we will undertake the assessment once the standards have formally been re-issued.	Abandoned
Equality Impact Assessments	Undertake joint impact assessment of tenants' satisfaction surveys with the Housing Department - review accessibility April 2006	Ken Laing	19/11/2007	An initial assessment has been made indicating a broader role for Housing Officers and Tenant Participation Officers in carrying out face-to-face surveys. A implementation plan has yet to be drawn up. Revised completion date April 2008	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Equality Impact Assessments	Assess the impact of current policy and practice of CRF management; development of local community plans; consultation with Communities Regeneration Strategy; Anti-poverty Action Plan - review accessibility April 2007	Stewart Murdoch	19/12/2007	A mechanism for gathering information on the extent to which equality groups have been involved in local community planning is under development. A tool for consulting equality groups on the impact of local community planning is underway.	Behind Schedule
Equality Impact Assessments	Assess the impact of the Dundee Translation and Interpretation Service - review accessibility November 2006	Stewart Murdoch	19/12/2007	The final review report has been delayed due to difficulties in accessing information and staffing problems. A new approach has now been agreed, which should result in a thorough analysis of processes as well as completion of a business plan.	Behind Schedule
Equality Impact Assessments	Assess the impact of current consultation methods for leisure and arts facilities - review accessibility 2007	Stewart Murdoch	11/03/2008	A review of methodologies was carried out as part of the Service Plan development process. This will inform future consultation and engagement work.	Behind Schedule
Equality Impact Assessments	Assess the impact of the following strategic documents - cycling; walking; road safety; public transport; freight - review accessibility April 2006	Mike Galloway	12/03/2008	Awaiting Scottish Ministers' approval of TACTRAN Regional Transport Strategy, before commencing on new policy documents including EQIA.	Behind Schedule
Equality Impact Assessments	Assess the impact of Smartbus and Bringing Confidence to Public Transport projects - review accessibility December 2007	Mike Galloway	16/11/2007	No budget available in 2007/2008. Await budget availability for 2008/2009, if not possible then this item should be abandoned as it will become irrelevant as it will have been four years since completion	Behind Schedule
Equality Impact Assessments	Assess the impact of the following policies - achievement of Gold Standard Parking Award; introduction of 'pay on foot' scheme; introduction of SMART technology to pay car parking - review accessibility December 2006	Mike Galloway	31/12/2007	As the named Plan items, except the "Achievement of Gold Standard Parking Award", are yet to be completed, it is deemed premature to assess their impact.	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Equality Impact Assessments	Review assistance to elected members. Target November 2006.	Chris Ward	19/12/2007	Preparatory work has been done to identify issues for the assessment, but other workload priorities have meant that the first meeting of the expert group has not yet taken place. This has been re-scheduled for 2008.	Behind Schedule
Planning And Transportation Service Plan 2007-2011	Actively seek improvements in Street Lighting service delivery through membership of the Highway Works Benchmarking Club	Mike Galloway	07/03/2008	Currently, we are seeking to complete a feedback form for every new design job and larger maintenance jobs, however there is no system in place to indicate when the job starts, its duration, or when it is complete and we are relying on individuals within Tayside Contracts to notify us/initiate. We are only managing to complete feedback forms for approximately 60%. We will seek to bring this total up to 75% by Mid April.	Behind Schedule
Race Equality And Diversity Scheme 2005-2008	Review Early Years and Childcare Plan to address low uptake of services by minority ethnic groups - review accessibility 2005-2008 planning cycle	Anne Wilson	14/11/2006	This item has been superseded by the Department's Race Equality Policy Action Plan 2005-2007 which was approved by Education Committee in May 2005 (report 317-2005 refers)	Abandoned
Race Equality And Diversity Scheme 2005-2008	Widen support for minority groups in Sure Start Strategy and implementation - review accessibility June 2008	Anne Wilson	10/12/2007	Due to changes in management, the aforementioned data collection forms have been with-held for further consideration. Senior management will review these forms before approving their use.	Behind Schedule
Race Equality And Diversity Scheme 2005-2008	To review physical intervention guidelines in relation to cultural differences regarding physical contact - review accessibility September 2007	Anne Wilson	18/12/2007	Further consultations on draft Physical Intervention Guidelines have taken place - final revision to be put to schools in near future. Cultural differences with respect to physical contact are explicitly considered within the document and appropriate guidance will be included in the final guidelines.	Behind Schedule

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Race Equality And Diversity Scheme 2005-2008	Revise 5-15 modern languages policy to include reference to community language - review accessibility as this is produced	Anne Wilson	10/04/2007	No 5-15 language policy has been produced, so the need to revise this to include a reference to community languages has not arisen.	Abandoned
Race Equality And Diversity Scheme 2005-2008	Revise assessment 3-14 policy in line with national guidance - review accessibility August 2007	Anne Wilson	17/11/2006	Assessment policy will be thoroughly revised in the context of 'Learning Together In Dundee', as described in the Department Development Plan, progress on which will be reported to Education Committee	Abandoned
Race Equality And Diversity Scheme 2005-2008	Revised software format of school development planning for sharing with minority ethnic parents - review accessibility March 2008	Anne Wilson	19/06/2007	Following further discussion with those involved, it has been determined that this is not to be taken forward as stated in the action point.	Abandoned
Race Equality And Diversity Scheme 2005-2008	Develop training relating to culture for national objectives and standards for social work in the criminal justice service for parole board and court reports - review accessibility December 2006	Alan Baird	11/05/2007	National Standards are currently being reviewed. Training in them will not be undertaken until the revised standards are issued.	Abandoned

**Making the Best Use of Public Resources in the City
Items Assessed as Behind Schedule, Unlikely to be Achieved or Abandoned**

Appendix 3

Source	Objectives	Responsibility	Assessment Date	Assessment	Status
Finance General Service Plan 2007-2011	Pension Fund Website Development	Marjory Stewart	20/02/2008	First part of training arranged for 13th and 17th March 2008. Delay in training has held the project back.	Behind Schedule