

PRELIMINARY ACTION PLAN

ACTION	DATE FOR COMPLETION	RESPONSIBLE OFFICER
Produce preliminary action plan for P&SD	25/07/05	GC/CD
Produce report for P&SD	25/07/05	GC
P&SD Committee Meeting	03/08/05	-
Literature review of current practise	05/08/05	JB/GC/CD
Process Mapping	11/08/05	JB/GC/CD
Discuss and agree detailed action plan	12/08/05	JB/GC/CD
Collation of data, best practise examples and benchmarking	12/08/05	ALL
Organise visits to councils with good practise	19/08/05	ALL
Analyse findings and review best practise	24/08/05	ALL
Recommendations discussed and agreed	24/08/05	ALL
Draft Report produced for CMT	26/08/05	JC
Meeting to present findings to Chief Executive	30/08/05	ALL
Review and amend report if necessary	09/09/05	JC
CMT Meeting	20/9/05	GC/JB
Produce full report for P&SD	26/09/05	JC
P&SD Committee Meeting	05/10/05	-
Follow up review	Mar 2006	ALL

PIT Members

GC – Gillian Cotterill, Policy and Research Officer – Team Leader

JB – Jo Bussey, Waste and Recycling Officer – Departmental Team member

CD – Cheryl Duggan, Performance Improvement Manager – Independent Team member

Management Support

JD – John Docherty, Head of Management Support