

PERFORMANCE VERIFICATION UNDER TOWARDS 2016
LOCAL AUTHORITY PROGRESS REPORT - Laois County Council
(1st June 2007 – 29th February 2008)

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
	Co-operation with ongoing change/modernisation Introduction of new financial costing model	Yes	
Introduction of emergency callout system in respect of General Services Supervisors, General Operatives and related grades.		No	Local negotiations with SPTU to date unsuccessful. Agreed to establish Working Group. Further meeting scheduled for 18 th Dec 07.
National Pilot for ICT System for Planning Development Contributions Scheme	Yes		System will go live January 2008.
Establishment of External Audit Committee	Yes		Committee in place and first meeting held. Work Programme agreed. 'Handling Significant Change through Partnership' Steering Group briefed.
Formation of Cohesion Committee to implement Strategy and Unified Structure.	Yes		"First Directors" in place and progress being made for appointment of full Board.
Piloting of rollout of project based operations for Area based General Services Supervisors.	Yes		Successful rollout in the Western Area in 2007. Extension to other two areas will be considered in 2008, subject to local conditions and circumstances.
Implementation of framework document for major emergency management	Yes		Laois County Council up to date with implementation programme.
Implementation of Handling Significant Change through Partnership	Yes		4 meetings held to date. Last meeting held Oct 07. Work Programme agreed for the Partnership Committee 2007/08. Acting up Policy currently being drafted.
Ongoing rollout of Welfare facilities initiated through Partnership.	Yes		Welfare facilities for Roads complete. Currently upgrading facilities at Waste-Water Treatment Plants – for completion end 2008.
Implementation of the Information and Consultation legislation:- Laois County Council will fully implement the provisions of the legislation and engage in ongoing consultation with the Workplace Partnership Committee.	Yes		Ongoing discussion by Partnership Committee; agreed to circulate details to all Departments within the organisation.

INDICATOR CHECKLIST

	Verifiable progress since June 2007		Comments (if any)		
	Yes	No			
	<p>Co-operation with Ongoing Change /Modernisation (Cont'd.) Advancement of the four major projects under the Fire Service Change Programme: <i>Community Fire Safety Programme:</i></p> <ul style="list-style-type: none"> - Primary Schools Programme for current school year 2006/07 to be completed by June 2007. - Continuation and expansion of local initiatives. <p><i>Risk Based Approach to Emergency Cover:</i></p> <ul style="list-style-type: none"> - Cooperation at local level with this national programme <p><i>Competency Based Approach to Recruitment, Retention and Career progression:</i></p> <ul style="list-style-type: none"> - Cooperation at local level with this national programme <p><i>Safety, Health & Welfare Programme:</i></p> <ul style="list-style-type: none"> - Training re National Incident Command System ongoing. Training to be complete and system to be implemented throughout the county by December 2007. - Template Ancillary Statement, adapted to meet requirements of Laois Fire Service, to be introduced in conjunction with the National Incident Command System. 			Yes	No
	Yes		Schools programme completed.		
	Yes		Ongoing campaign of fire safety awareness e.g. Our County publication, Ineachtaí.		
	Yes		Full co-operation with national project on-going.		
	Yes		Full co-operation with national project on-going.		
	Yes		Training complete, for implementation 2008.		
	Yes		Ancillary statement prepared and ready for implementation.		

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Staff flexibility in the light of changed business requirements/ alterations in work procedures as necessary Meetings regularly held after hours as necessary/ also on weekends.	Yes		County Development Board process, County Forum process, Cohesion process, Environmental Projects and re-establishment of Leisure Centre companies. Affordable Housing Open Days held on 4 Sundays July/August 2007.
Improved IT systems to facilitate e working and expansion of on-line services.	Yes		New secure VPN access provided to facilitate access for working from home for key staff. On-line services available increased to 10.
Enhanced team working Promotion of multi-functional team working within each section	Yes		Western Area Partnership Committee establishing a cross-functional team. Team members comprise of representation from roads, housing, water services and local GSS.
Planning / Water Services Co-ordination Committee established	Yes		Bi-monthly meetings held.
Further embedding of partnership process.	Yes		Area Partnership committees reconstituted and working well.
Establishment of Regional Network Committee of Senior Engineers and Safety Advisors to provide an integrated approach to Health & Safety issues.	Yes		Established for initial purpose of Safety Improvement Plan Roads. Further initiatives being developed by Safety Advisors, e.g., Regional Safety Initiative.
Consider the establishment of a Utilities Committee to co-ordinate works being carried out by ESB, Fircom, Bord Gáis, etc.		No	For examination 2008.
Capacity Building Training Programme through Partnership to be developed in 2007, to equip employees with the necessary skills to partake on various workplace committees.	Yes		Training programme agreed with all stakeholders, trainer sourced. For implementation in 2008.

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
	Enhanced team working (Cont'd.) Enhanced responsibilities due to the participation on Boards of Directors of various companies	Yes	
Continued implementation of MANS Phase II Broadband in co-operation with relevant partners.		No	This project is currently under review by Dept. of Communications, Energy & Natural Resources.
Participation on project specific teams to promote tourism initiatives at both local and regional level.	Yes		Additional Project specific teams include: Slieve Bloom Signage Project; Gordon Bennett Car Rally Committee; Board of Laois Tourism; Tennessee Twinning Committee.
Cross-directorate Agenda 21 Committee in place	Yes		Agreed work programme and actions implemented in 2007.
Cross-directorate Greening Committee in place	Yes		Agreed work programme and actions implemented in 2007.
Investigate possibilities of re-branding Laois County Council	Yes		Branding committee in place. Two meetings convened to date. Guidelines as adopted by Dublin City Co. examined.
Establish a PPP Project Team for M7/M8 Motorway Scheme.	Yes		PPP Project awarded. Contractor and staff on site.
Consider the provision a National Academy for Languages, Occupational and Citizenship Skills.	On-going		This initiative currently under review.
Investigate in conjunction with Carlow IT the provision of a third level outreach for supply chain management/logistics.	Yes		Discussions underway with Carlow IT
Facilitate and lead the establishment of an Energy Agency in Co. Laois for the Midlands Region.	Yes		Manager appointed. Agreement on funding of Agency reached between 4 counties in Midlands Region.
Establishment of Regional Senior Planners forum to promote consistency and best practice in the implementation of Regional and National Planning Policy.	Yes		Forum established. Final testing taking place on web conferencing. Operational date January 2008.

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
	Outsourcing Continuation of outsourcing design and contract work in the Roads area.	Yes	
ICT – Disaster Recovery Service outsourced	Yes		Working well.
Continuation of outsourcing in Recreation & Amenity and Housing areas.	Yes		E.g., Park maintenance, Playground maintenance, Housing maintenance.
Outsourcing of training and job evaluation to relevant expert institutions and consultants.	Yes		Establish practice.
Continuation of the utilisation of Public Private Partnerships in accordance with agreed national frameworks.			
- DBO contract for Portlaoise WWTP at construction stage.	Yes		Work progressing on schedule.
- DBO contract in relation to Waste Water Improvement Scheme for 6 towns approved by DOEHLG to prepare contract documents	Yes		Part VIII process completed. Contract documents with DOEHLG.
- Developed template leading to National Guidelines for the flood risk and management studies involving the private sector, local authorities and OPW.	Yes		Guidelines completed and submitted to OPW.
- Lead Authority for major Inter-Urban National Road projects e.g., M7/M8 and N7 Castletown to Nenagh.	Yes		Scheme in progress
- South Leinster DBO for Rural Water Schemes	Yes		On-going
- PPP under consideration for part of Knockmay Regeneration Project.	Yes		On-going
- PPP under consideration for Library/Cultural Centre at Portlaoise.	Yes		On-going

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
	Redeployment of staff Negotiations with relevant unions ongoing regarding Wastewater Treatment Plant DBO's.	Yes	
Commence local negotiations regarding national agreement for Revenue Collectors.	Yes		Proposal issued Oct 2007. Met IMPACT 3rd Dec 07. Negotiations on-going.
Employee Assignment Evaluation being undertaken in 2007.	Yes		Evaluation now complete in respect of three departments. Roll-out continuing. Redeployment of staff resources pending. / Efficiencies achieved. (Roads and HR).
Relocation of Maidenhead Depot to Graignecullen Area Office	Yes		Employee consultation has taken place. Area Partnership Committee fully briefed. Discussions ongoing.
Enhanced attendance at work Attendance Management Policy reviewed.	Yes		New policy drafted in line with LGMSB Template. Currently with Management Team.
Continued implementation of Work/Life Balance options	Yes		Ongoing
Affordable Housing Open Days	Yes		Open day held 4 Sundays in July/August 2007.
Time & Attendance System to be implemented	No		Awaiting implementation of new HR/Payroll/Supernatuation System - October 2008.

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
	Enhanced links with local community Continuous liaison with community groups and residents' associations regarding all relevant areas for service delivery. Consultation with the CDB in relation to the delivering of a better quality of life to our customers	Yes	
Civic Receptions/Cathaoirleach's Receptions accorded in appropriate circumstances	Yes		Regular receptions held at Áras an Chontae
Holding of annual meeting with Planning Agents.	Yes		Held - agents also surveyed in relation to planning service as part of Customer Survey
Prepare and distribute information booklet to inform the public of all Council services and entitlements.		No	General booklet to be prepared early 2008. Information booklet on grants and supports also being prepared by Community & Enterprise.
Create an on-line community based portal on the internet and assist civic and community groups to develop their own websites.		No	Forum website in place. Endeavouring to source necessary funding to provide assistance to others.
Inter Agency Strategy for Travellers in progress.	Yes		Completed and being implemented.
Library services currently being extended to long stay hospitals.	Yes		Implemented at Mountmellick, Abbeyleix and Shaen Hospitals. Day Care Centres also included.
Extension of services to new interim area office structure in Graignecullen and Portarlinton	Yes		Portarlinton office opened in May 2007. Part VIII process completed with regard to Graignecullen office to be opened early 2008.
Continued implementation of the Laois County Tourism Strategy.	Yes		On-going.
Use of Social Capital funding to refurbish Durrow Courthouse in association with community groups.	Yes		Funding secured and refurbishment at advanced stage.
Donation of old book stock to community interest groups	Yes		E.g., Community Centres, after-school clubs, St. Canice's Training Centre (Traveller Community).

INDICATOR CHECKLIST		Verifiable progress since June 2007		Comments (if any)
		Yes	No	
Enhanced links with local community (Cont'd.) Funding sourced for 5 new Schemes under Social Capital Funding Scheme, following consultation with and agreement of local communities.		Yes		All schemes to completed 2007.
Facilitation and continued support of community groups through national initiatives, e.g., Pride of Place Competition, Tidy Towns, etc.		Yes		On-going. Professional advice/expertise provided by Council's Horticulturalist. Specific fund of €37,500 in place for Community Projects/Initiatives.
Production of Economic Development Brochure		Yes		Content finalised. For printing and circulation Spring 2008.
Develop a WorkinLaois.ie website		Yes		Website developed. Official launch December 2008.
Provision of information required by Service Indicator process We will continuously monitor, evaluate and implement improvements in relation to National and Local Service Indicators.		Yes		Review of 2006 data undertaken and areas for improvement identified. Working Group established to identify further local indicators.

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Industrial relations climate enhancement No days were lost due to industrial relations in 2007.	Yes		
Compliance with consultation provisions set out in 28.13, e.g., - DBO/PPP consultation guidelines implemented locally. - Partnership Committee appraised of employee assignment evaluation to be carried out in 2007. - Nationally agreed deals will be implemented following consultation/negotiation with unions locally, e.g., Revenue Collectors, call out arrangements, etc. - Graiguecullen Area Office/Depot - Draft Mobility Policy - Financial Costing System - Establishment of Energy Agency - External Audit Committee - Service Indicators - Health & Safety issues - Office Accommodation Refurbishment Programme - Developments in Recruitment Policy - Employee Assignment Evaluation - End of Year review Meetings at Area level.	Yes		Consultation progressed through "Handling Significant Change through Partnership" Committee.

INDICATOR CHECKLIST

	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Extended Opening Hours / Enhanced Customer Service Expansion of lunchtime opening to other facilities.	Yes		Extension of flexi-time to Area Offices under consideration by Partnership Committee.
Meetings/ consultations held outside working hours- also on Saturdays.	Yes		County Development Board process, County Forum process, Cohesion process, Environmental Projects and re-establishment of Leisure Centre companies.
Library opening hours further extended on Saturdays and evenings in branches	Yes		Extended hours apply at new Library facilities at Mountrath, extensions planned for Abbeyleix and Portlaoise Libraries 2008.
Affordable Housing Open Days	Yes		Open day held 4 Sundays in July/ August 2007.
A new Planning Customer Service Area to be developed in 2007 to allow for better access arrangements.	Yes		Work at an advanced stage. Completion by 31 st December 2007.
Carry out customer surveys for a number of key service delivery areas in 2007.	Yes		Consultants engaged, survey undertaken and report submitted October 2007.
Carry out internal surveys to assess the proficiency of Irish and other languages with a view to extending the range of services available to customers.	Yes		Internal surveys in respect of proficiency of Irish among staff carried out in conjunction with preparation of Irish Language Scheme.
Through the use of audio and video on our website, we will inform our customers on how to avail of our services.		No	Will be further examined 2008.
Provision of linguistic and support services for foreign nationals.	Yes		'Fusion Project' in place to support non-nationals. Council website currently available in 5 languages. Laois County Council is funding two non-nationals to attend training for interpretation in DCU for Polish/English. They are committed to work with us as interpreters on a voluntary basis when trained.

INDICATOR CHECKLIST

	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Better use of IT			
Provide the facilities to allow customers to pay for services over the phone.		No	Subject to funding requirements – expensive solution. Feasibility to be further examined 2008.
Expand the number of services that can be paid for on line.	Yes		Housing Loans, Rents, Rates added to on-line services. Total services available now at 10.
Mountmellick Area Office set up to allow the public to pay on line for services and extension of these facilities to interim Area Offices in Portarlington and Graiguecullen	Yes		Facilities available at Mountmellick and Portarlington. Graiguecullen scheduled for 2008 when office accommodation issues finalised.
Improvement of on-line facilities for top-up payments for landfill Key Fob.	Yes		Complete
Develop ICT scheme to facilitate electronic referral of planning applications.	Yes		System development commenced.
ICT system being introduced to facilitate on-line pre planning enquiries.	Yes		Possibility of using CRM being investigated. Final development issues being resolved. Operational Spring 2008.
Provide facilities for online payment in motor tax office.	Yes		Purpose designed space available as part of refurbishment. Facility will be in place January 2008.
Introduce e invoicing with some of the Utility companies.	Yes		O2 Fully operational. ESB pilot in progress.
Automate the water meter reading process using mobile technology.	Yes		Currently in use for one operator. Full live operation planned for 2 nd quarter 2008.
Use the extended features on the revenue collectors hand held devices for reporting and communication purposes.		No	To be examined further 2008.
Promote the use of video conferencing facilities where appropriate.	Yes		Final testing underway for system upgrade January 2008 to facilitate Regional Planners.
Extend online payments to all suppliers.	Yes		Completed.
Introduction of C.R.M. system.	Yes		Pilot completed 31 st Oct 2007. Working Group in place to manage phased implementation.
Examine on-line PMDS Solution	Yes		Assessment currently underway.

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
	Better service to marginalised groups Proof all policy documents from a Social inclusion perspective	Yes	
Internal Social Inclusion Policy	Yes		Policy agreed and implementation on-going.
Consider the possibility of employment of interpreter/facilitator to deal with language barriers in Housing & Community, Motor Tax.	Yes		Laois County Council is funding two non-nationals to attend training for interpretation in DCU for Polish/English. They are committed to work with us as interpreters on a voluntary basis when trained.
Ensure social inclusion measures are embedded in our Development Contributions Scheme.	Yes		Policy endorsed by the Council.
CLAR funding secured for flashing lights outside schools in the regions and extra funding secured for local secondary and tertiary roads in the areas.	Yes		Funding received, expended Nov 2007.
Examine possibility of multi-lingual web information.	Yes		Website now available in 5 languages.
Information will be made available on Teletext.		No	Feasibility to be explored 2008.
Target the promotion of Higher Education Grants amongst specific groups.	Yes		Matishots issued to all parents of leaving certificate students in liaison with schools countywide.
Consider the provision a National Academy for Languages, Occupational and Citizenship Skills.	Ongoing		This issue is under review.
Explore the possibility of employment opportunities for members of disadvantaged and marginalised groups.	Yes		Traveller Employment Initiative in place. For implementation in 2008. Enhanced Disability Placement Scheme also in place.
Preparation and implementation of Pilot Anti-Poverty Strategy	Yes		Launched. Currently being implemented.

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Better service to marginalised groups (Cont'd.) Our website has been re-designed so that it now meets the accessibility guidelines.	Yes		WAI-AA accessibility standard achieved.
Disability Audit on buildings, graveyards, public toilets and area offices. Improvement works being carried out.	Yes		Audits completed and works continuously being carried out.
Disability audit on roads, footpaths and pedestrian crossings in all major towns and villages to be carried out in 2007.	Yes		10 towns and villages completed. Remaining towns and villages will be completed in 2008.
Disability Access Implementation team to be established in 2007.	Yes		Implementation Plan drawn up and adopted by Council September 2007.
Disability Awareness Training Programme for all employees to be completed by end of 2007.	Yes		95% attendance rate to date. Training on-going.
Ongoing monitoring and improvement of recruitment policies in relation to compliance with 3% target.	Yes		Comprehensive survey to be carried out 2008 in line with NDA specification.
Returns are forwarded to the D.O.E on yearly basis. At the 31 st December 2006, the percentage of people employed with disabilities was 3.54% (3.86% in 2005).	Yes		Situation constantly under review. Updated statistic to be furnished to DOEHLG January 2008.
Expanded options for customer payments		No	
Provide the facilities to allow customers to pay for services over the phone.		No	Subject to funding requirements – expensive solution. Feasibility to be further explored.
Expand the number of services that can be paid for on line.	Yes		10 services now available on-line.
Mountmellick Area Office set up to allow the public to pay on line for services and extension of these facilities to interim Area Offices in Portarlinton and Graiguecullen	Yes		Implemented in Mountmellick and Portarlinton. For implementation Graiguecullen in early 2008.
Improvement of on-line facilities for top-up payments for landfill Key Fob.	Yes		Upgrades to service carried out. Further enhancement work scheduled January 2008.

INDICATOR CHECKLIST		Verifiable progress since June 2007		Comments (if any)
		Yes	No	
Participation in e-procurement All public tenders above minimum threshold are published on e-tenders.		Yes		Ongoing
Implementation of new Procurement Guidelines for Consultants and Contracts (Fixed Price)		Yes		All new projects advanced in accordance with new Regulations.
New standard forms for procurement of consultancy services can now be issued electronically.		Yes		System being satisfactorily utilised.
Enhanced Website All up-to-date versions of forms and information to be fully accessible via our website.		Yes		Ongoing implementation.
Roads and Water Services standards for developments posted on the web and in the County Development Plan.		Yes		Standards available on-line. Website updated regularly re road closures, Part VIII's etc.
On-line video link for certain Housing Schemes, Register of Electors, Higher Education Grants and other appropriate services.			No	Included in work programme for 2008.
Encyclopaedia Britannica, Cochrane medical research library, Ordinance Survey Historic Maps, Xrefer Plus and (general reference library) and foreign newspapers provided on-line.		Yes		Available
Water and wastewater networks to be available on-line.			No	For implementation in 2008 on a phased basis.
Ongoing upgrading and improvement to Laois County Council's website.		Yes		Ongoing.

INDICATOR CHECKLIST

	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Examination of the potential for shared services as per recommendations of Review Group			
Collaborate with Westmeath County Council in the development of an Environmental complaints system.	Yes		New system installed. Staff training in progress. Operational January 2008.
Work with other local authorities in the Midlands Region in developing a system for use by the field workers for the Register of Electors		No	Feasibility to be explored 2008.
Explore possibility of shared recruitment process between neighbouring local authorities.		No	Feasibility to be explored 2008.
Investigate possibility of the establishment of a regional e-help desk.		No	Feasibility to be explored 2008.
Investigate the possibility of Shared Agresso and Superannuation expertise between local authorities.	Yes		Agresso Working Group in place under auspices of LCCSB.
Establishment of Regional Risk Management Systems.	Yes		Regional Health & Safety initiatives agreed. Regional Major Emergency Committee in place. Regional Head of Finance Forum includes Risk Management as regular agenda item.
Examine potential for Regional initiatives in the areas of:			
- Tourism	Yes		Joint projects with Offaly Co. Co.
- Social Inclusion	Yes		e.g., LABEL, School of Music, TRIP.
- Energy Conservation and Efficiency.	Yes		Midlands Energy Agency established.
Series of small Regional projects initiated with the other Midland Counties	Yes		Covering areas of Heritage, Sport, Art, Youth, Community
Partnership arrangement with FAI/Sports Partnership re Centre of Excellence at Portlaoise.	Yes		New initiative
Partnerships with Local Community interests for management of Leisure Centres at Portlaoise and Portarlington	Yes		New initiative
Collaborative arrangements with local communities for management and maintenance of playgrounds, mini-pitches, etc.	Yes		New initiative
Co-operative arrangement with VEC/Local Community interests re provision and management of running track.	Yes		New initiative

INDICATOR CHECKLIST

	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Staff Training Updated induction training programme being implemented.	Yes		Second phase scheduled for 13 th /14 th December 07.
Specific Induction Programme for General Operatives in place	Yes		For implementation 2008.
Arrange a middle management development programme by September 2007.	Yes		Core element within 2007/2008 Training Programme.
Disability Awareness Training for all staff completed by end 2007	Yes		95% of staff attended to date. Training on-going.
Excellence through People standard will be maintained in 2007.	Yes		Application made to renew standard for 2008. Preparatory work on-going. Assessment due February 2008.
Capacity Building programme for outdoor staff.	Yes		Training programme agreed with Partnership and trainer sourced. For implementation 2008.
Return to Learning Initiative.	Yes		Ongoing. ECDL programme scheduled for early 2008 under RTL initiative.
Interview Skills Programme for Outdoor staff examined and recommended	Yes		For implementation by HR Dept in Training Programme 2008
Equality and Diversity Awareness Training	Yes		Delivered Sept 07 to Library and Outdoor staff.
ICT Placement for outdoor staff	Yes		6 month placement for member of outdoor staff concludes December 2007. Scheme to be reviewed 2008.

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Open Recruitment Application of Part 4 of the Public Service Management (Recruitment & Appointments) Act 2004 as it applies to local authorities. Arrangements for the filling of 20% Grade V to VIII posts by open competition.		No	National Guidelines awaited. Guidelines awaited.
Commence discussions with staff side on graduate entry		No	Guidelines awaited.
Up to date status of current recruitment competitions to be available on-line.		No	This will be implemented in conjunction with new HR, Payroll and Superannuation System scheduled for October 2008.
Promote the delivery of HR Strategy		No	Awaiting guidelines from LGMSB.
Implementation of PMDS Continued embedding of PMDS in the organisation	Yes		Review of all PDRs and TDRs completed by 14.12.07. New cycle to be introduced in 2008 to coincide with Annual Business Plan. PDP for outdoor staff to be modified in 2008. On-line PMDS solution being sourced for 2008. Standing item on Management Team and Service Review Agendae.
Further appraisal training to be rolled out to Line Managers in 2007.	Yes		Appraisal training held December 2007. Further training planned 2008.
Extension of contracts of in-house PMDS trainers to embed the PMDS process Appointment of PMDS Co-ordinator	Yes Yes		Contracts extended to June 2007. Responsibility transferred to designated PMDS Co-ordinator with effect from July 2007.

INDICATOR CHECKLIST

	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
<p>Health & Safety Enhancement</p> <p>The implementation of health & safety initiatives is being progressed through a variety of measures: Reviewing and updating ancillary safety statements.</p>	Yes		Currently updating to reflect recent legislative changes (general application regulations) effective 01/11/07.
Up-skilling of all employees relative to health & safety training in particular management grades.	Yes		Training Programme expanded to include administrative grades.
Consultative process, including Safety Committee and Senior Safety Monitoring Committee, which gives employees a significant voice/input to all health and safety initiatives.	Yes		Active consultative mechanisms in place. Quarterly meetings at minimum held per year.
Establishment of Regional Network Committee of Senior Engineers and Safety Advisors to provide an integrated approach to Health & Safety issues.	Yes		Established for initial purpose of Safety Improvement Plan Roads. Further similar initiatives being developed by Safety Advisors, e.g., currently developing safety system with regional CDO's.
Provide safety statement and employees safety handbooks to all employees.	Yes		Safety briefings provided to all staff. New staff catered for through Induction.
Provide health & safety training programme.	Yes		2008 Programme being finalised in conjunction with Human Resources.
Roll out of guidelines in 2007 for safety at road works plan is imminent and will be implemented over the 2007 season.	Yes		Guidelines received Nov 2007 and are being adhered to and implemented as appropriate.
Job site safety sheet completed daily on a pilot basis by General Services Supervisors to be rolled out across the county in 2007.	Yes		Rollout complete. Will be replaced by National SSWP 2008, which will involve significant amount of training.
Personal Protective Equipment now supplied on a routine basis and properly used throughout the organisation.	Yes		Policy developed by Safety Committee and agreed for implementation – ongoing.
Development of Manual Handling policy	Yes		Draft Manual Handling Policy has been developed. 8 Manual Handling in-house Instructor / Assessors trained.
Proposal to up-skill IT installers as VDU assessors.	Yes		Under consideration at present.

INDICATOR CHECKLIST

	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Health & Safety Enhancement (Cont'd..) Examination of lone working arrangements	Yes		Lone worker policy has been developed. Proposal to provide sophisticated lone worker monitoring system 2008.
Defibrillators provided complete with training and usage policy.	Yes		Draft Usage policy at final stage.
Development of Driver safety policy	Yes		Policy developed. Effective 1 st January 2008. Driver authorisation sheet developed
Data base on chemical risk assessments being developed.	Yes		On-going, in consultation with relevant employees, e.g., lab technicians.
Comprehensive Register of Legislation is available in the intranet.	Yes		Covering all H&S and Environmental Legislation.
Intranet being used more extensively for Safety purposes.	Yes		Intranet usage proving to be efficient and effective.
Embedding Health & Safety into all aspects of workplace practices through education and awareness relative to procurement/contractor engagement and monitoring of contractor practices. This is underpinned by both the reporting procedures and the consultative mechanisms.	Yes		Construction Appointment procedures developed and implemented. Draft Construction manual developed – for implementation 2008. Standard Pre-qualifying Questionnaire developed and being implemented.
Health & Safety included in all Service Review and Director/Management Team Agendas.	Yes		Ongoing.

INDICATOR CHECKLIST	Verifiable progress since June 2007		Comments (if any)
	Yes	No	
Equality Work- Share Arrangements currently in place.	Yes		Information leaflet on available options produced by Equality Action Team
An Equality Officer and an Equality Action team are in place.	Yes		Regular meetings held as required
Induction Training Module on Equality devised	Yes		Part of Induction Training Programme
Interview Skills Programme for Outdoor staff examined and recommended	Yes		For implementation by HR Dept in Training Programme 2008
Preparation of Handbooks for staff on 9 Grounds	Yes		Handbook on Traveller Community in place. Work in progress on 2 handbooks - Race ground and Disability ground.
Equality and Diversity Awareness Training	Yes		Delivered Sept 07 to Library and Outdoor staff.
Disability Awareness Training	Yes		Rolled out to all staff. 95% attendance to date.
ICT Placement for outdoor staff	Yes		6 month placement for member of outdoor staff concludes December 2007. Scheme to be reviewed 2008.

Signed:



(Chairs) Partnership Committee

