

LOCAL AUTHORITY PROGRESS REPORTS
(September 2008 Payment)
Leitrim County Council

INDICATOR CHECKLIST	Verifiable progress since March 2008		Comments (if any)
	Yes	No	
Co-operation with ongoing change/modernisation	X		The Council is satisfied with ongoing co-operation in relation to the modernisation/change agenda.
Staff flexibility in the light of changed business requirements/ alterations in work procedures as necessary	X		The Council is satisfied with level of flexibility demonstrated by staff in light of changed business requirement/alterations in work procedures as necessary, co-operation with new procedures required for implementation of new motor taxation system; implementation of costing system; co-operation with implementation of new work areas arising from review of engineering areas on an electoral area basis.
Enhanced team working	X		<ul style="list-style-type: none"> • A cross functional multi-disciplined team is in place to progress the Disability Agenda and a detailed action plan has been developed which will be subject to regular review by the Management Team. • A cross functional team is in place in relation to progressing estate management issues in Council housing estates. • A Coiste Gaelige with membership comprising staff and elected members has been established to promote the use of Irish in the County. • The Council continues to use a team-based approach to the identification and implementation of Customer Service Initiatives through the Customer Services Working Groups. • Where appropriate team based approaches are used to progress Council initiatives which are of a cross functional nature and every effort is made to enhance team working structures already in place as previously reported. • A number of working groups have been established under Partnership in relation to apprenticeship scheme; staff achievement recognition scheme; staff retirements; staff newsletter.
Outsourcing	X		Where the Council proposes to outsource work consultation will take place with the unions. A format for this consultation process will be agreed during this review period.

Redeployment of staff	X	No significant redeployment of staff has arisen during the current reporting period in relation to deployment of staff. Arising from recent review of engineering areas on an electoral area basis a small number of staff were redeployed to newly aligned work areas.
Enhanced attendance at work	X	<ul style="list-style-type: none"> Levels of absence for all types of leave across the organisation is reviewed by the management team on a quarterly basis. Agreement reached in relation to changing of leave year to a calendar year basis and policy agreed in relation to carryover of annual leave in April 2008.
Introduction of new work practices	X	<p>Work practices are the subject of ongoing review through team development plan process and regular business process reviews. In the current reporting period a business process review has been undertaken in the motor taxation area and a review of processes in the finance area is currently in progress.</p> <p>Every effort is made to enhance links with the local community. In the current reporting period our achievements included:-</p> <ul style="list-style-type: none"> Implementation of community smoke alarm scheme - 20 volunteers from the local community installing the alarms - 250 alarms installed Enhancement of community links through Pride of Place and Floral Pride initiatives Implementation of community and voluntary grant scheme including provision of assistance to community groups in managing projects Continued implementation of Peace II Grants scheme which applies only to community related projects Implementation of county-wide festival programme - Flights of Fancy - with members of the community / community groups in 11 towns/villages Working closely with Leitrim Partnership and Leader in progressing the cohesion process with the community elections in the four electoral areas having taken place Very successful angling event involving 185 anglers involving collaboration with cross-border agencies and local interests took place in Spring 2008 promoting the tourism product and benefiting the local economy Local Sports Partnership which involves working with a variety of local agencies and in particular the Irish Sports Council established. Proposals for the establishment of a local Youth Council developed Development of a Town Park in Carrick on Shannon in conjunction with the local Tennis Club and owners of land ongoing
Enhanced links with local community	X	<p>See also section in relation to <i>Better Service to marginalised groups (below)</i></p>

Provision of information required by Service Indicator process	X	<p>Quarterly reports in relation to performance under the national and local service indicators are prepared and reviewed by the Management Team. A number of indicators have been identified where performance is less than desired and particular attention is given to these indicators. A report on performance under the indicators was presented to the Elected Members in April 2008.</p> <p>Every effort is made to ensure that the industrial relations climate is enhanced. The partnership process is working well and an action plan for 2008 - 2009 has been developed. Regular meetings take place under the handling significant change protocol and the next meeting of this group will take place in September 2008.</p> <p>Detailed in Managers Report</p>
Industrial relations climate enhancement	X	
Extended opening hours/enhanced customer service	X	
Better use of IT	X	<p>Progress continues to be made in the enhancement of IT infrastructure and services. In particular the following matters were progressed during the current reporting period</p> <ul style="list-style-type: none"> • A system in relation to the new housing grants has been fully implemented. • Work is in progress in relation to the re-development of the Council's website which will greatly enhance accessibility and navigation of the site • Leitrim County Council is a pilot site for the new ICT system for housing projects and is working closely with the department and other pilot sites in relation to the development of the system.
Better service to marginalised groups	X	<ul style="list-style-type: none"> • Implementation plan under Disability Act adopted. The establishment of disability advisory group is currently in progress • Policy developed for provision of information/documents in accessible formats • % of staff with a disability employed by Leitrim County Council 4.27%. • Profile of Council housing estates will be progressed during the current reporting period. • Leitrim County Council Arts Office, in association with Mental Health Ireland (Sligo/Leitrim), County Leitrim Partnership and Drumsna Development Association Ltd, have established an artist in residence project working with older people at Drumsna Day Centre. • Collaboration through Leitrim Arts Centre "The Dock" with County Leitrim Partnership and local development group in bringing in a cross section of disadvantaged children from the immigrant community in Leitrim to participate in art workshops leading up to the Multicultural Family Day. This work will be built upon with a children's festival in October 2008, with a view to making the activities accessible to all.

Expanded options for customer payments	X		Options for enhancement of options for customer payments are kept under regular review - at present facilities are available for on-line payment of parking fines
Participation in e-procurement	X		The Council continues to participate in the national E-Tenders system
Enhanced Website	X		Improving accessibility of our websites continues to be a priority and work is progressing on the adaptation of the website and implementation of a new content management system - P-tools.
Examination of the potential for shared services as per recommendations or Review Group	X		Detailed in Managers Report
Staff Training	X		Detailed in Managers Report
Open Recruitment	X		All positions to be recruited are examined in the context of the provisions for open recruitment under Towards 2016.
Implementation of PMDS	X		Detailed in Managers Report
Health & Safety Enhancement	X		Leitrim County Council is continuing its efforts in relation to the enhancement of Health and Safety and in the current reporting period the following initiatives have been undertaken/are in progress - development of lone working system; training of staff in relation to signing and lighting and guarding; water services safety programme; enhancement of welfare facilities
Equality	X		Work is progressing on the preparation of an Equal Status policy for the organisation.

Signed:
(Chairs) Partnership Committee


Paddy Beirne


Joseph Githooly

Date: 2nd July 2008