

PERFORMANCE VERIFICATION UNDER TOWARDS 2016 (June 2007 - February 2008)  
 DRAFT LOCAL AUTHORITY PROGRESS REPORTS (March 2008 Payment)

INDICATOR CHECKLIST	Verifiable Progress since June 2007 YES / NO	Comments (if any)
Co-operation with ongoing change/modernisation	YES	1. Relocation of Planning Service 2. Integrated Housing Loans System 3. Review of responsibilities at DOS level 4. Agreement between parties to introduce EFT in Town Councils - technical problems to be resolved. 5. Health & Safety 7. PMDS 8. BPI - Housing Department
Staff flexibility in the light if changed business requirements/alterations in work procedures as necessary	YES	1. Relocation of Planning Service 2. BPI - Housing Department 3. Multi-use of vehicles by drivers. 4. Outdoor Crews working in different sections. 5. Lone Working (H&S requirements e.g. method statements etc. 6. Cross-training and reassignment of staff between clerical and technical activities.
Enhanced team working	YES	1. Partnership Committee - Preparation of PVG Return 2. PMDS - Team Development Plans 3. Multi-functional / Cross Functional Teams e.g. Planning & Housing Depts. for Part V and Part V111 purposes. 4. Mix / use of skilled personnel for specific duties e.g. kerb-laying or paving.

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Outsourcing	YES	1. Public Procurement - Consultants. 2. DBO Contracts signed - Group of 8 Scheme 3. Human Resources - Use of specialist agencies to source the specific skills required in particular fields. 4. Turnkey projects - Housing Dept. (process initiated - advertisements).
Redeployment of staff	YES	1. Amalgamation of MCC & TC boundaries & crossover of duties. 2. Drivers provided from Navan Section for surface dressing duties during the summer.
Enhanced attendance at work	Yes	Time and Attendance Partnership Group is currently formulating a Time and Attendance Policy.
Introduction of new work practices	YES	1. Health & Safety Requirements. 2. Turnkey Projects - Housing Department. 3. Litter warden & Traffic Warden handheld application. 4. Introduction of new service desk system for IT staff which measures individual and team performance.

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Enhanced links with local community	YES	1. Pride of Place Initiatives. 2. Amenity Grants Scheme.  3. Community Awards Nov. '07 - Recognising the efforts of people in the Community. 4. New Arts Programme 5. Tourism website 6. Johnstown Community Project 7. Civic Receptions and Recognition of Community Achievements. 8. Meath census information mapped online; Other community information also being mapped; New library broadband architecture including filtering; Meath training database
Provision of information required by service indicator process	YES	1. Provision of information deemed satisfactory by independent audit - May '07. 2. Improved Systems e.g. Dog Wardens 3. Improved pre-planning systems
Industrial relations climate enhancement	YES	1. Prompt approval of leave requested by union representatives to attend training on union matters. 2. Absence of industrial action in the workplace. 3. Reduction in outstanding IR issues.
Extended opening hours/enhances customer service	YES	1. Agreement reached re lunch-time opening of Planning Service. 2. Extended opening hours e.g. Front Reception open at 9am and through lunchtime. 3. HR Section extended hours re interview boards and interview process.

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<b>INDICATOR CHECKLIST</b> Better use of IT	YES	<ol style="list-style-type: none"> <li>1. Staff issued with phones.</li> <li>2. Outdoor staff use of email.</li> <li>3. New HR Project</li> <li>4. Wireless connections - Farganstown and Duleek Offices.</li> <li>5. Telemetry and possible outsourcing/sharing of services to ESB etc.</li> <li>6. IT Newsletter</li> <li>7. New internet usage guidelines accepted; Website access filtering fully rolled out; Image audit completed; Introduction of automated systems management services.</li> </ol>
Better service to marginalised groups	YES	<ol style="list-style-type: none"> <li>1. Inter-agency Group for Traveller Accommodation.</li> <li>2. Social Inclusion Measures Group</li> <li>3. Community Liaison Worker - Housing Dept.</li> <li>4. Library broadband architecture</li> </ol>
Expanded options for customer payments	YES	<ol style="list-style-type: none"> <li>1. Enhanced rent payments options - exploring option of Billpay with An Post.</li> </ol>
Participation in e-procurement	YES	<ol style="list-style-type: none"> <li>1. Policy of MLA's to use etenders website.</li> </ol>

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Enhancement of website	YES	1. Upgrade of Internet and Intranet with focus on inclusion on the totally renewed www.meath.ie, providing information and services, as well as making the website accessible. Users with disabilities can perform tasks that would otherwise be difficult, with attention given to the needs of users who are vision-impaired, with motor disabilities, with dyslexia, amongst others. National Award for website - Best Intranet at the Public Sector Times eGovernment awards.
Examination of the potential for shared services as per recommendations of review group	YES	1. Integration of Town Councils' payroll with MCC payroll. 2. Training Associated with introduction of HR, Payroll & Superannuation System.
Staff Training	YES	1. Training delivered in accordance with Training Plan to include Mandatory, Required and Voluntary Training. 2. Line Manager Training re PMDS - Reviews 3. Induction Training 4. Return to Learning Programme 5. Agresso Training identified in PDP's - Manual developed and training delivered.
Open Recruitment	NO	Awaiting conclusion to national discussion.
Implementation of PMDS	YES	Progressing as per the implementation structure.

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	Progress since June 2007	YES / NO	
Health & Safety Enhancement	YES	1. Health and Safety Training 2. Free basic Health Screening offer to all staff as well as flu vaccine. 3. Traffic Warden Risk Assessment in progress. 4. Agreement on Child Protection Policy and Procedure - Training of Designated Child Protection Contact Persons. 5. Partnership Group examining issues re Lone Workers i.e. policy and system.	
Equality	YES	1. Establishment of Equality Group to review Equality and Diversity policy and Procedure - Equality training delivered to this group. 2. Extension of staff uniform to male staff members.	
Signed: Shane Donnelly, Management Joint Chair			
Signed : Eugene Farrelly, Union Joint Chair			