

LOCAL AUTHORITY PROGRESS REPORT

Name of Local Authority: ROSCOMMON COUNTY COUNCIL

(March 2008 Payment)

| <i>INDICATOR CHECKLIST</i> | Verifiable Progress since June 2007 | | Comments (if any) |
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| | Yes | No | |
| Co-operation with ongoing changes/modernisation | Yes | | <ul style="list-style-type: none"> ▪ Process Review of six local Engineering Districts completed in consultation and agreement with Trade Unions. (General Operatives and related grades and Water and Sewerage Caretakers) Focus on the following: <ol style="list-style-type: none"> 1. Review of Work Processes and Work Practices 2. Overtime 3. Staffing Structures 4. Protocol – Registered Employment Agreement/Procedural Agreement of the use of Contractors 5. Protocol for Handling Change at Engineering Area Level 6. Long-Term Sick Leave Absence ▪ Overtime is not made available where duties can be carried out within normal working hours. Any issues arising are dealt with under the normal Industrial Relations Procedures. Overtime is managed effectively in the context of value for money principles, needs of the job and in accordance with provisions of Organisational Working Time Act. ▪ General Operative and Related Grades are responsible for completion of work sheets, record sheets, including any revisions in work/time sheets and job reports sheets and are also responsible for making returns and other forms of documentation as required subject to receiving appropriate training. ▪ Acceptance by General Operatives and Related Grades of the use of Contractors to carry out work identified as more suitably |

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| | | <p>carried out on a priced basis to ensure economic efficiency.</p> <ul style="list-style-type: none"> ▪ Minimum of 75% of Fire Fighters are trained as drivers and operators of Fire Service vehicles and equipment. They drive and operate Fire Service vehicles when required to do so as part of normal Fire Fighter duties and do not receive any additional payment as qualified drivers and operators of Fire Service vehicles and equipment. ▪ Full co-operation with underlying causes of absenteeism in the Workplace and promotion of best practice in Attendance Management. ▪ Full co-operation with moves to temporary office accommodation (Housing, Environment, Community & Enterprise, Engineering Area Office, Rates, Planning, Fire Services and Stores). ▪ Porter/Courier appointed on a Specific Purpose Contract Basis to facilitate staff who have moved from Headquarters to temporary office accommodation. ▪ Co-operation with move to proposed new Civic Offices. ▪ Strategies, objectives and work programmes under Library Development Plan 2006 – 2010. <p>Roscommon County Council continues to utilise the workplace partnership process to handle on-going change and modernisation issues. Roscommon County Council's Workplace Partnership Committee has recently been involved in the following activities:</p> <ul style="list-style-type: none"> ▪ Introduction of the LANPAG Educational Grants Scheme ▪ Implementation of Defibrillators project ▪ Introduction of an Employee Assistance Programme. ▪ Review of local protocol for the consideration of Public Private Partnership (PPP) proposals. |
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| | | <ul style="list-style-type: none"> ▪ Agreement of Attendance Management Policy ▪ Completion of Review of operation of Flexitime System. ▪ Establishing a Working Group for developing a proposal to record staff attendance in accordance with Organisation of Working Time legislation. ▪ On –going monitoring of PMDS process ▪ On – going review of PPP proposals ▪ On – going input into the PVG reporting process. ▪ On – going input into New Civic Headquarters project <p>Roscommon County Council has commenced the process of implementing the Handling Significant Change through Partnership protocol. In this regard:</p> <ul style="list-style-type: none"> ▪ Separate meetings have been arranged between management and each of the 4 trade unions represented on the workplace partnership committee i.e. IMPACT, LAPO, SIPTU and UCATT to agree an agenda of significant issues to be addressed and the appropriate processes to pursue these matters i.e. workplace partnership or industrial relations ▪ Joint Meetings between management and all 4 trade unions will be held in 2008 to initially ratify agreements reached at the separate meetings involving these parties and thereafter to review progress on significant change issues ▪ Roscommon County Council are presently continuing the implementation of Return to Learning programme. It will also introduce any new proposals developed by LANPAG for enhancing the Return to Learning initiative ▪ Roscommon County Council will be co-operating with provisions contained in the new strategic plan to be developed by LANPAG for the period 2008 - 2011 ▪ Roscommon County Council will implement any proposals recommended by |
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| | | | <p>LANPAG to facilitate compliance with Information and Consultation legislation</p> <ul style="list-style-type: none"> ▪ Roscommon County Council has agreed to host a LANPAG site visit in 2008 |
| Staff Flexibility in light of changes business requirements/alterations in work procedures as necessary | Yes | | <ul style="list-style-type: none"> ▪ Review of Work Processes and Work Practices implemented in six Local Engineering Districts and in Planning Department ▪ Parallel Benchmarking Agreement for General Operatives and related grades reviewed in consultation with Trade Unions. ▪ Full implementation of flexible attendance patterns and atypical forms of employment. ▪ Protocol put in place for Handling Change at Engineering Area level ▪ Protocol put in place for Workplace Partnership Committee's involvement in Public Private Partnership (PPP) Projects. ▪ Library service review for management structure and flexibility measures including access and social inclusion. Discussions are currently ongoing with Trade Union. |
| Enhanced Team Working | Yes | | <ul style="list-style-type: none"> ▪ Cross functional Implementation Group monitoring progress on the Modernisation / Flexibility Agenda for General Operatives and Related Grades and Water & Sewerage Caretakers. ▪ Workplace Partnership Cross Functional Working Group reviewing the Time and Attendance System. ▪ Cross Functional Equality and Diversity Action Team monitoring strategic actions contained in the Equality and Diversity Action Plan 2007. ▪ Cross Functional Disability Implementation Team overseeing the formulation of the Disability Implementation Plan. ▪ PMDS Steering Group monitoring the implementation of PMDS. |

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| | | <ul style="list-style-type: none"> ▪ Cross Functional Training and Development Committee monitoring Training and Development activity. ▪ Cross Functional Partnership Working Group reviewing Flexi Time System through the Workplace Partnership Process. ▪ Cross Functional Partnership Working Group reviewing the Attendance Management Policy and Acting Up Policy. ▪ Communication and consultation under framework of internal library staff meetings with PMDS links. ▪ Play Advisory Group to oversee the implementation of the County Roscommon Play Policy ▪ Local Anti Poverty Learning Network to oversee the implementation of the Anti Poverty Strategy ▪ Disability Action Team to oversee the implementation of the Disability Strategy ▪ Building Communities Team to oversee a joint project between the Arts Office and the Housing Office ▪ Public Art Working Group to oversee the inclusion of art in public projects ▪ Departmental group to deal with Hodson Bay Aquarium and Boat Centre ▪ Working Group to explore the development of the Famine Museum and Foreign Affairs/Irish Aid Centre Agency project at Strokestown Park House ▪ Steering Group to oversee the development and implementation of Roscommon County Council's Irish Language Scheme 2007-2010 ▪ Cross functional team to assess applications for County Roscommon Pride of Place |
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| | | <p>competition</p> <ul style="list-style-type: none"> ▪ Cultural Implementation Group with elected members, council representatives and sectoral interests to deal with a range of cultural issues ▪ Economic Implementation Group with elected members, council representatives and sectoral interests to deal with a range of economic issues ▪ Social Inclusion Measures Implementation Group with elected members, council representatives and sectoral interests to deal with a range of social inclusion issues ▪ Inter-Agency Steering Group formed to develop and manage the Intercultural Strategy 2007 – 2010 ▪ Steering Committee (incl Roscommon County Council, local community & 4 sports clubs) established to develop and manage the Monksland Sports Pitches and Clubhouse. ▪ Inter-Agency Steering Group formed to develop a jobs creation strategy for the creative sector. ▪ Roscommon County Council/VEC partnership formed to develop and manage Roscommon County Youth Orchestra. ▪ Partnership of Roscommon & Westmeath Co Co's and Sports Partnerships created to develop and manage Vibrate – a contemporary dance development programme and festival ▪ Partnership of Roscommon & Leitrim Co Co created to develop and manage Trade – a visual arts development programme and seminar. ▪ Partnership of six regional arts centres created called Nomad to encourage the development of new regional touring theatre. |
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| | | | <ul style="list-style-type: none"> ▪ Corporate Headquarter advisory group to deal with issues surrounding this design build project ▪ Health and safety committees to progress health and safety within the organisation ▪ Corporate plan implementation group to oversee implementation of the plan |
| Outsourcing | Yes | | <ul style="list-style-type: none"> ▪ Adherence to Paragraph 28.13 of the Agreement where work is contracted out in the context of services being delivered more effectively and efficiently. |
| Redeployment of Staff | Yes | | <ul style="list-style-type: none"> ▪ Ongoing review of staffing requirements in the context of current structures, grades, roles/responsibilities. |
| Enhanced attendance at work | Yes | | <ul style="list-style-type: none"> ▪ Full co-operation with underlying causes of absenteeism in the workplace and promotion of best practice in attendance management in conjunction with Workplace Partnership. |
| Introduction of new work practices | Yes | | <ul style="list-style-type: none"> ▪ Process Review completed in six Engineering Districts and in Planning Department. |
| Enhanced links with local community | Yes | | <ul style="list-style-type: none"> ▪ Cultural Implementation Group ▪ Heritage forum ▪ Working project groups. ▪ Library Events Programme ▪ Consultations were held during the development of the Intercultural Strategy 2007-2010 ▪ Children will continue to be consulted on issues that are relevant to them ▪ Liaison and close working arrangements with community groups who are nominated to the All Island Pride of Place competition ▪ Liaison with Tidy Towns Groups ▪ Consultation and liaison with residents, the public and community groups in the development of mini astro-turf pitches under the FAI/UEFA Jubilee Programme. ▪ Consultation with community groups and |

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| | | | <p>other stakeholders in the development of amenity and tourism facilities e.g. Cortober Riverside Park Redevelopment; Errit Lake Amenity, Boathouse & Playground. Also interagency collaboration on these projects including Waterways Ireland, Shannon Regional Fisheries Board and Leitrim County Council.</p> <ul style="list-style-type: none"> ▪ Invited submissions from general public regarding potential tourism projects to be considered for funding as it becomes available |
| Provision of Information required by Service Indicator process | Yes | | <ul style="list-style-type: none"> ▪ Roscommon County Council has provided all relevant information to relevant bodies within the prescribed time frames. |
| Industrial relations climate enhancement | Yes | | <ul style="list-style-type: none"> ▪ No loss of days due to Industrial Disputes. ▪ Regular Meetings with Trade Unions to ensure that issues are resolved speedily ▪ Stable Industrial Relations climate facilitates the implementation of the Modernisation / Change Agenda and the Process Review of work processes and work practices in the six Engineering Districts (General Operatives and related grades and Water and Sewerage Caretakers). ▪ Active involvement of Management and Trade Unions in information sharing, consultation and problem solving through the Workplace Partnership Process. ▪ Human Resources Policies and Procedures are reviewed through Workplace Partnership Process. ▪ Updates provided to Workplace Partnership Committee on proposed new Civic Offices. ▪ Protocol in place for Workplace Partnership Committee's involvement in Public Private Partnership (PPP) Projects. ▪ Protocol in place for handling change at Engineering Area Level. |

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| | | | <ul style="list-style-type: none"> ▪ Adherence to Procedural Agreement for the use of Contractors and the Registered Employment Agreement. ▪ Adherence to Agreement on Information and Consultation Arrangements within the Local Authority Sector. ▪ Commitment to a problem solving approach to Industrial Relations and to the exclusive use of agreed Industrial Relations machinery for dispute resolution. ▪ Adherence to Agreement on Information and consultation Arrangements within the Local Authority Sector. ▪ Adherence to Sections 28.13, 29.9 and 27.11 of the Agreement. |
| Extended opening hours | | No | <ul style="list-style-type: none"> ▪ Under the Library Service Review it is proposed to extend the opening hours in the Library Services. Discussions are currently ongoing with Trade Union. |
| Enhanced customer service | Yes | | <ul style="list-style-type: none"> ▪ Mobile Library Service through out the County. ▪ Local Authority Archives and Record Management. ▪ EDirect Contact Management System ▪ School Library Services Automation ▪ Draft of customer complaints procedure prepared and under examination by Customer Services committee. |
| Better use of IT | Yes | | <ul style="list-style-type: none"> ▪ Improved intranet services and G.I.S. applications. Continued planning improvements and improving of network services. ▪ Changing Libraries Project – Automation Programme ▪ Cultural Heritage Project ▪ Borrow books ▪ Historical Mapping in partnership with Ordnance Survey Ireland ▪ Information kiosks |

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| Better services to marginalized groups | Yes | <ul style="list-style-type: none"> ▪ Fully staffed Social Inclusion Unit set up in Community and Enterprise Department as directed by the Department of the Environment, Heritage and Local Government. ▪ Opening Pathways Initiative for Employment of Travellers implemented. ▪ Task Group set up to develop interagency cooperation in the Delivery of Services and Supports to the Traveller Community including initiative for the employment of Travellers. ▪ Facilitation of work placement for members of the Travelling Community in line with the Opening Pathways Initiative for Employment of Travellers. ▪ Equality and Diversity Policies reviewed in conjunction with Cross Functional Equality and Diversity Action Team and Workplace Partnership. ▪ Strategic Actions contained in the Equality and Diversity Action Plan 2007 monitored and implemented. ▪ Disability Co-Ordinator recruited to: <ul style="list-style-type: none"> - Co-ordinate the implementation of the National Disability Strategy and the relevant Sections of the Disability Act, 2005. - Co-ordinate and manage the multi-annual investment programme - Assist in establishing and supporting a Disability Sector Consultation Forum/Structure for Roscommon County Council. - Carry out the role of Inquiry Officer under the Disability Act, 2005 ▪ Disability Implementation Plan being prepared in conjunction with Cross Functional Disability Implementation Team |
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| | | <ul style="list-style-type: none"> ▪ Adherence to 3% quota for the employment of People with Disabilities. ▪ Ongoing liaison with Supported Employment Agencies. ▪ Local Anti-Poverty Learning Network in place ▪ A Community Resource House has been allocated for joint use by a Local Authority Residents Association and Roscommon County Council. The lease is currently being arranged and the facility will be in use in early 2008. ▪ Mobile Library services to various centres, nursing homes and children groups. ▪ Library services for non Irish Nationals. ▪ Equality and Cultural Diversity promoted in the Workplace. ▪ Focus on Social Inclusion issues to ensure equality of opportunity for all. |
| Expanded options for customer payments | Yes | <ul style="list-style-type: none"> ▪ Motor Tax online facility ▪ Facility in place for payment of Water Services and Landfill fees by Credit Card. |
| Participation in e-procurement | Yes | <ul style="list-style-type: none"> ▪ ETenders Public Procurement in place. |
| Enhanced Website | Yes | <p>Update information on services</p> <ul style="list-style-type: none"> ▪ Planning Lists ▪ Online Catalogues / Library Online |
| Examination of the potential for shared services as per recommendations of Review Group | Yes | <ul style="list-style-type: none"> ▪ Implementation of recommendations of Review of Local Government Financing with regard to realising the potential of shared services. |
| Staff Training | Yes | <p>Roscommon County Council continues to provide a strategic approach to training and development. To ensure that this objective is achieved Roscommon County Council:</p> <ul style="list-style-type: none"> ▪ Spends equivalent of 3% of overall payroll on staff training and development ▪ Spends equivalent of 3% of general |

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| | | <p>operative payroll on training and development for general operatives and related grades</p> <ul style="list-style-type: none"> ▪ Ensures that 80% of employees attend at least one training event during the year ▪ Provides an average of three days training per employee ▪ Conducts Analysis of Organisations Training and Development Needs ▪ Prepares annual Training and Development Plans ▪ Designs and implements training programmes in accordance with the FAS quality assurance standards. Major training programmes focus on the following areas: <ul style="list-style-type: none"> ○ Induction Training ○ Non National Roads Training ○ Health and Safety Training ○ Irish Language Training ○ Information Technology Training ○ Customer Services Skills ○ Communications Skills ○ Professional/technical/craft expertise ○ Construction Skills Certification Scheme Training ○ Equality/Dignity at Work ○ Procurement ○ Self Development ▪ Maintains a comprehensive record of training and development activity ▪ Systematically carries out on-going evaluation of training and development activity ▪ Keeps Training and Development Committee regularly updated in relation to progress on training and development activity ▪ Roscommon County Council retained the FAS Excellence through People Award in 2007. The retention of this award confirms |
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| Open Recruitment | Yes | <p>that Roscommon County Council continues to operate best practice in the area of training and development.</p> <ul style="list-style-type: none"> ▪ Commitment to implementation of Recommendations of the Review Group for the filling of 20% of Grade V and Grade VII posts by external competition. |
| Implementation of PMDS | Yes | <p>Progress in Roscommon County Council in relation to PMDS is as follows:</p> <ul style="list-style-type: none"> ▪ All PMDS Training has been completed. ▪ All Department/Area Offices are in a position to have their 2008 TDP's completed by 31/12/2007 ▪ All Staff are in a position to have their 2008 PDP's completed by 31/12/2007 ▪ Roscommon County Council will be co-operating with recommendations arising from the LGMSB's recent evaluation of the PMDS process. |
| Health & Safety Enhancement | Yes | <p>Safety Management System Framework put in place for a formalized and certifiable Safety Management System in Roscommon County Council</p> <p>Safety Statements Corporate Safety Statement in place Ancillary Safety Statements; In place, continual improvement underway</p> <p>Safety Induction Training Completed on indoor and outdoor staff Staff Handbook developed and distributed to all staff</p> <p>Safety Management Committee & Safety Rep Committee Meetings as per schedules programme</p> <p>Vaccination Program In place</p> <p>Safe Work practice Sheets Completed (to be rolled out in 2008)</p> <p>Safety Inspections of sections Inspections as per scheduled timeframe underway</p> |

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| | | <p>Radon Testing Program Completed</p> <p>PPE Draft PPE Policy prepared</p> <p>Construction Project Management Project Management Folders currently being developed for use as templates for Engineers</p> <p>Contractor Management Pre qualification questionnaires in place for contractor, PSDP and PSCS.</p> <p>2008 Program of Work: Developed Main Objectives:</p> <ul style="list-style-type: none"> ▪ Formalise the Safety Management System ▪ Construction Project Management Development ▪ Communication & Co-Operation Enhancement ▪ Health & Safety Training Requirements Roll Out Monitoring of Safety Management System (Safety Audits & Inspections) ▪ Accident Reporting Procedures Development ▪ Provision of a Good Quality and Safe Work Environment for all staff. |
| Equality | Yes | <ul style="list-style-type: none"> ▪ Full implementation of Work Life Balance Policies to assist employees in combining employment with their family life, caring responsibilities and personal and social life outside the work place, including Work Sharing, Flexi Time, Parental Leave, Term Time Leave, Carers Leave. ▪ All Human Resources Policies and Procedures Equality proofed in conjunction with Equality and Diversity Action Team. ▪ Equality and Diversity Action Plan 2007 implemented. ▪ Dignity at Work Policy Document reviewed in conjunction with Equality and Diversity Action Team and Workplace Partnership Committee ▪ Composition of Cross Functional Designated Contact Persons reviewed. |

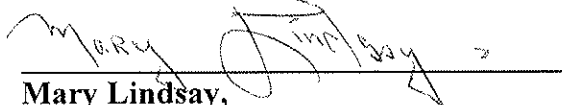
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| | | <ul style="list-style-type: none"> ▪ Commitment to Equality and Diversity in service delivery. ▪ Information pack circulated to all staff to mark European Year for All 2007 incorporating the following information: <ul style="list-style-type: none"> - Equality and Diversity Staff - Information Leaflet - Phrase Sheets - Bookmark depicting Nine Grounds - Information Booklet – National Strategy for Ireland - Useful terminology for Service Providers. ▪ Employee Assistance Programme launched in conjunction with Workplace Partnership Committee. ▪ Employee Assistance Programme – Policy and Procedures circulated to all staff. ▪ Employee Assistance Awareness Training provided to all staff. ▪ Disability Co-Ordinator appointed to coordinate the implementation of the National Disability Strategy and the relevant sections of the Disability Act 2005. ▪ Adherence to 3% quota for the employment of People with Disabilities. ▪ Making Access Happen. Works programme under National Disability Strategy ▪ Cross Functional Disability Implementation Team in place. ▪ Events arranged to mark European Year for All 2007. ▪ Commitment to a policy of equality of opportunity in employment practices. ▪ Recruitment and Selection policies and procedures endeavour to ensure that no job applicant or staff member receives less favourable treatment on the grounds of |
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| | | | <p>gender, martial status, family status, sexual orientation, religious belief, age, disability, race and membership of the travelling community.</p> <ul style="list-style-type: none"> ▪ Commitment to selecting, promoting and treating individuals on the basis of their abilities and merits according to the requirements of the job, and all individuals are given equal opportunity to demonstrate and develop their abilities. ▪ Arising out of a survey conducted by the Local Government Management Services Board, Roscommon County Council has been chosen to participate in the Irish Times Business 2000 initiative as a model of Best Practice in promoting Equal Opportunities for All on the basis of significant investment in terms of Equality and commitment to Equality in Employment. |
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Signed:



**Annette Donlon,
Trade Union Joint Chair, (SIPTU) Partnership Committee**



**Mary Lindsay,
Management Joint Chair, Partnership Committee**