

Key tasks & deliverables	Meetings schedule		March 07	April 07	May 07	June 07	July 07	Aug 07	Sept 07	Oct 07	Nov 07	Dec 07	Jan 08	Feb 08	March 08	April 08
	Lead	Status	Financial year 07/08													
Transparency & decision making																
14 Strategic decision making & reporting (cont)																
b	Capital & Asset Management															
b1	Project mgt arrgts for asset/land disposals	NH/TW	Done													
b2	Reporting capital receipts risk assessments	NH/TW	Done													
c	Service & performance reporting															
c1	Objectives & target setting	SW	O/S													
c2	Client responsibilities for DSO reporting	SW	O/S													
d	Member Champions															
d1	Develop active champion role	ALL	Done													
e	Scrutiny															
e1	Review scrutiny function	SH/DS	O/S													
e2	Draft proposals for revising function as part of 9 above	SH	O/S													
e3	Implement new arrangements	SH	O/S													
f	Risk Management arrangements															
f1	Roll-out MAGIGUE system to all users	DW	PEND													
f2	Devise and deliver annual training programme/key events for all Members (Member induction programme)	DW	Done													
f3	Devise and deliver annual staff training programme	DW	Done													
f4	Review roll out and compliance	DW	Done													
Ethical working practices & standards																
15 Role of the Standards Committee																
a	Report to OGG on 'ethical audit' outcomes	SH	Done													
b	Prepare action plan following ethical audit for OGG	SH	O/S													
c	Declarations of interest - post election	SH	Done													
16 Codes of Conduct																
a	Officer Code of Conduct															
a1	Prepare interim local Code in advance of national Code	HR/SH	Done													
b	Members Code of Conduct															
b1	New Members & post-election induction arrgts	SH/DS	Done													
17 Other management arrangements																
a	Fraud & Corruption															
a1	Review impact of 2006/07 Counter Fraud Awareness campaigns	MT	Done													
b	Use of Resources CPA KLOE															
b1	Review 2006 assessment requirements & report CMT and the Executive	ERA	Done													
b2	Co-ordinate 2007 assessment and return	ERA/RB	Done													
b3	DA audit process	ERA	Done													

Subject to funding from contingency in 08/09 following ITD Board rejection of bid application for support funding