

Objective	Title	Action	Due date	Progress	Measure
1. Internal Stakeholder consultation commenced	Internal stakeholder consultation	Discuss data gathering exercise with CMT, Employee Forum, BVAP Group and recognised trade unions	31/08/2025	In progress	Meetings held and minutes recorded
1. Internal Stakeholder consultation commenced	Internal stakeholder consultation - elected members	Report to Budget Board, P&R and A&S Committees	30/04/2025	Not started	Meetings held and minutes recorded
2. Gather baseline data and undertake analysis of Performance Information	Gather baseline data - HR & Finance Performance Indicators	All Performance Indicators and benchmarking data reported by HR and Finance to be pulled together and uploaded to the shared Data folder	12/03/2025	Completed	Data uploaded to shared folder
2. Gather baseline data and undertake analysis of Performance Information	Analysis of Performance Information - HR	Examine what data is held by HR service that is not currently reported and compile a data log	01/05/2025	Not started	Comprehensive data log for service
2. Gather baseline data and undertake analysis of Performance Information	Analysis of Performance Information - Finance	Examine what data is held by Finance that is not currently reported and compile a data log	01/05/2025	Not started	Comprehensive data log for service
3. Gather baseline data and undertake analysis of income and expenditure data	Gather Baseline data - Income Analysis for HR and Finance	Breakdown of income and expenditure for HR and Finance services for 2023/24. Budgets and actual costs.	12/03/2025	Completed	Cost data gathered and uploaded to shared folder
3. Gather baseline data and undertake analysis of income and expenditure data	Income & Cost analysis - HR	Work with service accountants on income & cost analysis related to services	01/05/2025	Not started	Income analysis completed
3. Gather baseline data and undertake analysis of income and expenditure data	Income & Cost analysis - Finance	Work with service accountants and Chief Officers to gather cost analysis related to services	01/05/2025	Not started	Cost analysis completed
4. Gather baseline data and undertake sickness absence data analysis	Gather baseline data - Sickness Absence & Staffing Data	Sickness absence data and staffing levels in teams in HR and Finance services to be collated and uploaded to shared Data folder.	12/03/2025	Completed	Sickness absence data gathered and uploaded to shared folder
4. Gather baseline data and undertake sickness absence data analysis	Undertake sickness absence data analysis	Report sickness absence data, including reasons, with trend analysis included	28/03/2025	Not started	Sickness absence data with trend analysis
5. Undertake job analysis	Job Analysis	Map out all posts undertaking performance related tasks across services	30/06/2025	Not started	Performance posts mapped
6. Develop proposals for future reporting template	Review data gathering and reporting methods	Review methods for gathering data and financial information and explore whether easier reporting methods are available	30/03/2025	In progress	Data mapped and new report proposed.
6. Develop proposals for future reporting template	Review and update PIs	Work with services to review and update performance indicators.	30/06/2025	Not started	PIs set for services
6. Develop proposals for future reporting template	Baseline Info & Targets in place	Set out baseline information and performance targets to track future reporting against.	30/06/2025	Not started	Baselines and targets in place
6. Develop proposals for future reporting template	New Performance Report Template	Draft new performance report template	30/09/2025	Not started	New template prepared
7. Project administrative support in place	Meeting invites issued	Next meeting to be in-person in Committee Room 1	28/02/2025	Completed	Invite for next meeting issued