

Appendix A - Transparency project action plan

Actions outstanding from DCLG Code of Recommended Practice

Item No.	Action description	What is already in place?	What needs to be improved?	Actions	Owner	Contact name	RAG status	Target completion date	Notes	Actual completion date
1	Publish the 'Pay multiple' – the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce	This information is not currently available online.	This information needs to be calculated and then published.	HR to calculate information ready for publication	HR	Vanessa Faulkner		End Nov 2011	Pay multiple calculated and published	16/11/2011
2	The location of public land and building assets and key attribute information.	some information on building assets is published under the Information Commissioner Publication Scheme under the heading 'Lists and Registers', however this does not include building assets and key attribute information	Building services are currently working on publication of all Council owned property for the 'Maps Online' section of the website	1. Information on public land and building assets to be published online (end Nov 2011) 2. Photos and floor plans of buildings to be published (March 2012)	Property Management	Mark Shepard		End Nov 2011 for basic information. March 2012 for more detailed information.	30/11/11 update complete. basic information now available on the website under 'maps online' under the council and democracy tab	

Ongoing Transparency work programme

Item No.	Action description	What is already in place?	What needs to be improved?	Actions	Owner	Contact name	RAG status	Target completion date	Notes	Actual completion date
1	Add transparency to all areas of council services including parking and traffic	The percentage of Penalty Charge Notices (PCNs) issued that are appealed is published online in the corporate scorecard.	Information on the number of fines we issue, the revenue from on street and off street parking is held internally but not currently published.	Publish the number of fines we issue and parking revenue online under the Transparency pages on the website.	Parking	Dave Perkins		End Nov 2011	Parking scorecard information published online (under parking page). A link added through the Transparency section. completed 29/11/11	28/11/2011
2	Planning Applications Module (PAM)	PAM is designed to enable web users to search for planning applications and combines data from UNIFORM (the main Planning database) with a range of relevant documents stored in our Document Management System (DMS). For the vast majority of cases, each case will have around 6-10 documents which can be readily identified. Very large applications for major projects e.g. Waterway project or the Dorney Olympic project generate a very large number of often quite complex documents. In order to make the documents download in reasonable timescales they are divided into smaller chunks and this can be confusing for the user as many documents will appear with the same description and it is difficult to identify the order they should be downloaded.	The usability of the PAM for large applications	1. The number of document descriptions that can be added is being increased 2. An additional column on the web page will indicate where a document has been divided to assist the user to navigate the information. This will be a fee text field so more descriptive names can be typed in	Planning	Paul Blissett		End Nov 2011	Changes instituted and gone live on 25.11.11	25/11/2011
3	Roads programme	A list of roads for resurfacing is agreed with Members on an annual basis and a delivery plan is drawn up confirming specific dates when works are to be undertaken, whether a road closure is required and the type of resurfacing treatment. This information is updated regularly throughout the programme. There are also general information pages and FAQs. The resurfacing pages are published online under the 'Transport and Streets' link on the front page of the website and accessed by clicking on 'Roadworks' then 'Resurfacing Programme' (both on the right hand menu). It takes three clicks from the front page to access the 'resurfacing' pages.	Increase the visibility of the Roads resurfacing programme	1. Add a link from the 'Transparency' web page to the 'Roads resurfacing' pages 2. Bring the information on resurfacing closer to the front of the website by adding a direct link from the 'Traffic and Travel Information' page. 3. Review the ease of use of Highways and related web pages and propose any changes.	Highways	Chris Wheeler		1. Nov 2011 2. Dec 2011 3. End April 2012	The first two additional links have been provided both of which take the end user to the 'resurfacing programme' in two clicks from the front page. Highways have also started looking at improving other web links, particularly those webpages that interconnect with other service information. There seem to be some restrictions with the website itself, about what can be done and who has permissions to do it, however any further improvements will be identified by the end of April 2012.	1. complete 02/11/11 2. complete 20/12/11
4	Bus services	The RBWM Voyager web page provides real-time information on traffic disruption and public transport.	Greater visibility. Make it easier for residents to find information on bus services using interactive maps.	A bid is currently being prepared for funding from the Local Sustainable Transport Fund. Part of this bid is to improve online public transport facilities	Transport	Gordon Oliver		Bid to be submitted - February 2012 Decision on whether bid successful - May 2012		
5	Corporate Strategy and Annual Plan	5-year Corporate strategy and 2011-12 Annual Plan are published online and linked to the Transparency web pages.	Raise profile of the annual plan, closer links to the manifesto commitments and integrated reporting of Key performance indicators, risks and financial implications	Development of the 2012-13 Annual Plan to include closer links to the manifesto commitments and greater focus on key performance indicators, financial risks and financial implications.	Policy & Performance	Naveed Mohammed		March 2012	Annual Plan in process of being drafted. First draft scheduled to be tabled at CMT on 4th January 2012. Estimated completion and sign off 22nd March 2012	

6	Integrated Monthly Member Reporting (IMMR)	Current performance reports are produced on a quarterly basis and published on the website.	Closer integration of key performance indicators, risks and financial implications	Development of Integrated Monthly Performance Reporting (IMPR)	Policy & Performance	Naveed Mohammed		January 2012	Draft received and commented upon by Cllrs Saunders and Kellaway. Report currently subject to further amendments based on advice received. Potential slippage now likely against original target of Jan 2012	
7	Capital programme	The annual budget book is published online and includes details of all Capital budget projects for the next 3 years. A monthly Capital monitoring cabinet is produced for Cabinet and published online, within Cabinet meeting papers.	Accessibility of monthly Capital Monitoring reports, which include information on projects that have been completed	1. Add a link from the Transparency web pages to Capital monitoring reports 2. Make Capital monitoring reports readily available on the website	Finance	Zarqa Raja (just had a conversation with Zarqa, would need to be agreed by Andrew Brooker)		March 2012	25/11/11 - Email to Andrew Brooker to follow this up	
8	S106 money contributions	An annual update on developer contributions is provided to Cabinet. Papers are published online.	The amount of information available at Parish level.	Agreed at Cabinet on 29/9/2011 that a report would be prepared and presented to Cabinet on improving delegation to parishes and transparency in Jan 2012. A detailed design of what is requested has been provided by Cllr Saunders.	Planning	Linda Arlidge		January 2012	Draft Cabinet report on devolution of S106 process to Parishes and transparency on target for January 2012.	