

**ACTION PLAN FOR AGREED RECOMMENDATIONS - REVIEW OF
ADVICE & INFORMATION SERVICES**

Summary

Members are asked to consider the Action Plans setting out how the agreed recommendations from the Efficiency Improvement and Transformation (EIT) Review of Advice & Information Services will be implemented and target dates for completion. Members should agree a suitable date to receive a Progress Report on the actions contained within.

Detail

1. The Officer's final report of the EIT Review of Advice & Information was considered by Cabinet on 11 March 2010. Cabinet accepted the recommendations contained within.
2. These are now subject to the procedure for monitoring the implementation of agreed recommendations. An Action Plan has now been drawn up and is attached at Appendix 1. This sets out how the relevant departments will be taking forward the agreed recommendations and includes target dates for completion.
3. Members should consider the Action Plan and also agree a suitable date to receive an initial Progress Report. These are normally in the region of 6 months, however due reference should be given to the target dates when deciding upon a suitable date.

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