Objective	Title	Action	Due date	Progress	Measure
1. Internal Stakeholder consultation	Internal Stakeholder Consultation - Stage 1 - Business Case	Report to CMT on proposed Performance Project Business Case - stage 1	31/03/2025	Completed	Meetings held and minutes recorded
1. Internal Stakeholder consultation	Elected Members Consultation - Stage 1 - Business Case	Report to Budget Board, P&R and A&S Committees on Stage 1	30/04/2025	Completed	Meetings held and minutes recorded
1. Internal Stakeholder consultation	Internal stakeholder consultation - Stage 2 - Data Collection and Analysis	Discuss data gathering exercise with CMT, Employee Forum, Best Value Action Plan (BVAP) Group and recognised trade unions (JCC)	31/08/2025	Completed	Meetings held and minutes recorded
1. Internal Stakeholder consultation	Elected Members Consultation - Stage 2 - Data Collection and Analysis	Report providing update on Stage 2 to be taken to Budget Board, P&R and A&S	01/10/2025	In progress	Meetings held and minutes recorded
1. Internal Stakeholder consultation	Employee Consultation - Stage 3 - Develop Terms of Reference for Efficiency Pilot	Employee Engagement - Stage 2 - Develop ToR for engaging with employees to identify and implement efficiency improvements	01/09/2025	Completed	ToR developed and agreed
1. Internal Stakeholder consultation	Internal Stakeholder Consultation - Stage 3 - Identifying Efficiency Options for Pilot Service Areas	Engage with Employees and Employee Engagement Forum to identify efficiency improvements for Pilot Service Areas	01/12/2025	In progress	Meetings held and minutes recorded
1. Internal Stakeholder consultation	Elected Members Consultation - Stage 4 - Evaluation of Options	Preferred options and recommendations taken to Budget Board and Comhairle		Not started	Meetings held and minutes recorded
1. Internal Stakeholder consultation	Elected Members Consultation - Stage 5 - Implementation	Report on progress to CMT, Budget Board and Committees		Not started	Meetings held and minutes recorded

1. Internal Stakeholder consultation	Internal Stakeholders Consultation - Stage 6 - Lessons Learned	Lessons learned report to CMT		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	Completed	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	Completed	Comprehensive data log for service
2. Gather baseline data and undertake analysis of Performance Information	Expand pilot to a frontline service	Trial data gathering and data analysis process for performance information with a third service	01/12/2025	Not started	Performance data gathered and analysis completed
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	Completed	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	Completed	Cost analysis completed
3. Gather baseline data and undertake analysis of income and expenditure data	Income & Costs - Expand pilot to a frontline service	Trial process to gather and analyse income and cost data with a third service	01/12/2025	Not started	Cost data gathered and 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	31/03/2026	In progress	Sickness absence data with trend analysis
5. Undertake job analysis	Job Analysis	Map out all posts undertaking performance related tasks across services	31/03/2026	Not started	Performance posts mapped
6. Develop proposals for future reporting template	Review data gathering and reporting methods for Pilot service areas	Review methods for gathering data and financial information and explore whether easier reporting methods are available	30/06/2025	Completed	Data mapped and new report for pilote areas.
6. Develop proposals for future reporting template	Review and update PIs for Pilot Service Areas	Work with services to review and update performance indicators.	31/08/2025	Completed	PIs set for services
6. Develop proposals for future reporting template	Baseline Info & Targets in place for Pilot Service Areas	Set out baseline information and performance targets to track future reporting against.	31/08/2025	Completed	Baselines and targets in place
6. Develop proposals for future reporting template	New Performance Report Template Drafted	Draft new performance report template	30/09/2025	Completed	New template drafted
6. Develop proposals for future reporting template	New Performance Report Finalised and Approved	New performance report finalised and approved	31/12/2025	Not started	New template approved
6. Develop proposals for future reporting template	Roll out to all Services	Roll out process and performance reporting template to all services	01/03/2025	Not started	All services using new performance report