

**CHORLEY B.C. PERFORMANCE MANAGEMENT**  
**ACTION PLAN**

**FINANCIAL YEAR 2007 / 2008**

**Indicator Number:** % decision notices published within 2 days

**Indicator Short Name:**

Q3		End of Year Target
Performance	Target	
66%	90%	90%

**Please explain the reasons why progress has not reached expectations:**

A problem has just been identified within the team. In effect this relates to the decision notices of seven meetings during this period, the majority of which were scrutiny meetings. Whilst the decision notices for those meetings weren't issued on time, the minutes were produced shortly after the meeting.

**Please detail corrective action to be undertaken:**

More close monitoring by the head of the section is now taking place to ensure decision notices are produced and issued in future.

**Action planned through financial year:**

**Please give an objective assessment as to whether the year end target will be met:**

With corrective action, the target is likely to be met for this year.

**Action Plan Owner:** Carol Russell  
**Unit:** Democratic Services  
**Contact Number:** 515196

**Date:** 7 March 2008