

Annual Business Plan Performance Dashboard 2017 - 18**BUSINESS AREA 1 : TECHNICAL/QUALITY MONITORING**

RAG	Objective
1.1	Work with road works community at all levels to improve communication.
1.2	Contribute to National (UK) working groups.
1.3	Further develop the Technical Standards programme with emphasis on the rollout of the Superfast Broadband programme in Scotland.
1.4	Extend the scope of ad-hoc site inspections by the oSRWC to include in-situ compaction testing of the unbound layers of utility company reinstatements.
1.5	Continue to engage with the road works community to provide an advisory role on Signing Lighting and Guarding and good practice.

BUSINESS AREA 2 : POLICY

2.1	Continue to work with the Scottish road works community to seek strategies for an overall improvement in the standard of road reinstatements.
2.2	Continue to scrutinize and participate in the review of Advice Notes, Codes of Practice.
2.3	Continue to provide technical advice to the Scottish Government as part of the proposed Miscellaneous Transport Bill
2.4	Continue to input to the development of policy through participation in the Scottish Government Policy Development Group.

BUSINESS AREA 3: SRWR OPERATION AND MANAGEMENT

3.1	Issue invoices and collect fees .
3.2	Ensure that the Scottish Road Works Register operates in line with the contractual requirements and continue to ensure that it develops to provide added benefits to the Commissioner and the road works community until contract completion (March 2018).
3.3	Continue to manage the award of the new SRWR contract and completion of existing contract.
3.4	Issue SRWR Newsletter.
3.5	SRWR Specification of Requirements
3.6	Facilitate competency in the Road Works Community

BUSINESS AREA 4 : PERFORMANCE MONITORING

4.1	Operational objectives monitoring
4.2	Increased scrutiny of roads authorities and their use of the register.
4.3	Increased scrutiny of utility companies
4.4	Refine quarterly Performance Reviews in order that performance is tracked though the year.
4.5	Produce SRWC Annual Performance Review of organisations
4.6	Review of Annual Performance Trends
4.7	Scrutinize the outcome of the 2014-15 coring programme.
4.8	Improvement Strategy

BUSINESS AREA 5 : BUSINESS AND OFFICE GOVERNANCE

5.1	Financial policy review
5.2	Statutory Returns
5.3	Adherence to Service Standards
5.4	Publish Annual Report 2016-2017
5.5	Undertake staff development and review process
5.6	Compliance with SRWC and Scottish Public Finance Manual Procedures, policies and controls, including the FReM
5.7	Publish Annual Accounts 2016-2017
5.8	Implementation of SAGE accounting.
5.9	Update the Commissioner's website. Review and revamp ensuring that it is up to date.

* in future business plans this must be updated. They are due with the minister by September each year, before which they are submitted to auditors. This means publication is not possible until after September.