

## PLAN OF ACTION

The agreed key actions  
- based on the recommendations in the Audit Report

	Action	Target Completion Date	Person/Group	Progress
1	Review all current operational documentation to ensure there are no further overlooked assumptions (eg Pan London running on same day)	31/5/2007	A & T	<ul style="list-style-type: none"><li>• All operational documentation is being reviewed.</li><li>• The review will also include a gap analysis to ensure that appropriate procedure documents are available.</li><li>• Once the review is complete a risk analysis will be undertaken to ascertain whether the approach adopted ensures that no further assumptions have been overlooked.</li></ul>
2	Establish and agree the key responsibilities for the development and operational process	31/5/2007	A & T	<ul style="list-style-type: none"><li>• A Systems Group has been established to consider the key responsibilities for the development and operational process.</li><li>• This area of work is ongoing.</li></ul>
3	Establish a formal timetable for the annual specification, build testing and implementation cycle	31/5/2007	A & T	<ul style="list-style-type: none"><li>• A formal timetable has been established for the specification, build testing and implementation</li></ul>

				<p>cycle.</p> <ul style="list-style-type: none"> <li>• This timetable has been incorporated into our over-arching admissions timetable, using MS Project.</li> <li>• These activities are monitored and reviewed on a weekly basis.</li> </ul>
4	Propose and introduce formal specification, change control and acceptance procedures	31/5/2007	ICTG	<ul style="list-style-type: none"> <li>• A document has been produced which demonstrates the change and acceptance procedures.</li> </ul>
5	Build/establish a system and process to enable Admissions and Transport to conduct independent acceptance testing	30/6/2007	A & T and ICTG	<ul style="list-style-type: none"> <li>• The User Acceptance Testing Procedures, including the test plan will be agreed by 20 July 2007.</li> </ul>
6	Establish a visual representation (flowchart possibly) of the rules processing as programmed in the computer system against which future changes can be compared and agreed	30/6/2007	ICTG	<ul style="list-style-type: none"> <li>• A flowchart has been produced by ICT.</li> <li>• It has been agreed that whilst this document is useful in explaining how the admission rules operate, it is not in enough detail to inform the development process.</li> <li>• Consideration will however be given later in the development lifecycle as to whether a more detailed document should be produced.</li> </ul>
7	Introduce a technical consultancy phase into the programme whereby future proposed rule changes can be assessed for feasibility of	31/7/2007	A & T	<ul style="list-style-type: none"> <li>• The technical consultancy phase has been incorporated into the development timetable.</li> </ul>

	computer programming prior to consultation processes. This needs to be in place in July 2007 for September 2009 admissions.			
8	Assess the implications of the above more formalised processes for resources to support the current operational activity – and make proposals as necessary	31/5/2007	A & T and ICTG	<ul style="list-style-type: none"> <li>• It has been identified that to introduce these more formal arrangements further resource will be needed.</li> <li>• Further work is ongoing to assess the resource needed and the financial implications.</li> </ul>
9	Undertake a risk assessment of the annual specification, build testing and implementation cycle in readiness for the move to using the Tribal Admissions System from September 2008 and propose any changes needed to the key responsibilities for the development and operational process.	1/9/2007	A & T and ICTG	<ul style="list-style-type: none"> <li>• The risk assessment is due to take place later this year.</li> <li>• Progress on this item will be monitored by the Systems Group.</li> </ul>
10	Maximise the opportunity afforded by the new Code of Practice on Admissions to improve the operation of coordination and developing simpler admissions rules	30/9/2007 and ongoing	A & T	<ul style="list-style-type: none"> <li>• Work has started on identifying the key issues with regard to improving the operation of coordination and developing simpler admission rules.</li> </ul>
11	Recommend how the current reliance on a limited number of key staff can be reduced and the knowledge and experience better shared	30/6/2007	A & T and ICTG	<ul style="list-style-type: none"> <li>• HCC will be moving to a new admissions system in 2008.</li> <li>• The admissions system will be fully supported by Tribal.</li> <li>• A comprehensive training package is in place for all admissions officers and schools.</li> </ul>

				<ul style="list-style-type: none"><li>• Refresher training will also be provided each year, which will also include training new members of staff.</li><li>• Further work in this area is ongoing.</li></ul>
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