

## ADMINISTRATION, INFORMATION AND MANAGEMENT SUPPORT WORKPLAN 2010/2011

### MAIN ACTIVITIES

<i>Task</i>	<i>Responsibility</i>	<i>Target Date</i>
Review on an annual basis the needs and objectives in relation to Environmental Health	Director/ Deputy Director/ Office Manager	Ongoing
Ensure careful and accurate management and recording of budget allocation	Director Deputy Director Office Manager	Ongoing
To continue the development of information technology, maximising the use of the Tascomi EH software in order to achieve greater staff efficiency and effectiveness	Office Manager	Ongoing
To manage web content for Environmental Services on the CBC website	Office Manager	Ongoing
To provide technical advice and support to Council, other sub committees and other departments as appropriate	All	Ongoing
To make a positive contribution to the corporate management of the Council's affairs and provide appropriate representation on working groups	As appropriate	Ongoing
Carry out Customer Satisfaction Survey exercise amongst local businesses, the public and other stakeholders and make recommendations and amend service provision as required	Deputy Director Office Manager	March 2011
To raise awareness amongst Members and staff regarding the environmental dimension of all activities.	All	Ongoing
To actively promote the department's enforcement policy through the use of letters, leaflets, website, newsletters and council reports	All	Ongoing
To ensure that there is a departmental register of all EH procedures and guidance notes and ensure that same is updated and communicated to the council's Policy Officer	All	Ongoing
Customise Te-Care system to facilitate corporate H&S accident reporting	Office Manager	Sept 2010
Ensure all systems in place and properly maintained in order to comply with EU Services Directive	Lead EHO (Commercial) Deputy Director	Ongoing
Liaise with Larne BC & Ballymena BC colleagues to align all Tascomi codes	Deputy Director Office Manager	Sept 2010

Review the department's enforcement policies	Deputy Director	Oct 2010
Review authorisations on a quarterly basis	Deputy Director Lead EHOs	June 2010 Sept 2010 Dec 2010 Mar 2011
Conduct a Training Needs Analysis for all Env Health staff and arrange training in light of identified needs of staff	Deputy Director Lead EHOs Office Manager	June 2010
Develop an internal monitoring procedure	Deputy Director	May 2010