



**ACTION PLAN AGREED ACTIONS
TO REDUCE TOIL/RDIL TO AN ACCEPTABLE LEVEL**

Date: 11/10/2011

No	Issue	Action required	Lead / Owner	Timeframe	Progress
1. PEOPLE					
1.1	The Force level of TOIL/RDIL is inaccurate on Oracle	<ul style="list-style-type: none"> a) SUM's to ensure all supervisors check their team's outstanding balances and send an e mail to the SSC Shared Business Centre to have the discrepancies amended. b) HR Business Partners to assist with this process to ensure the data is uploaded timely for accuracy. c) All data to be accurate by the 1st November. 	<p>All SUMs</p> <p>Denise Curtis-Haigh</p>	November 1 st 2011	<p>Discussed at Oracle SPOC's meeting and PSBS Board.</p> <p>All Business Partners at District are approaching all teams to check outstanding balances and linking in with the SSC to update balances.</p> <p>There are still two relevant technical issues on Oracle which are being addressed and therefore the date of November 1st is dependant on the issues being rectified.</p> <p>Meeting arranged Monday 17th OPT/Steria to discuss progress.</p> <p>Outcome of the above meeting is that November 1st is achievable. Faults are being rectified and can now be monitored.</p>
1.2	Outstanding TOIL/RDIL levels are at an unacceptable level	<ul style="list-style-type: none"> a) Outstanding TOIL/RDIL balances to form part of the SUM's MPR. b) SUM's to provide evidence of reducing TOIL/RDIL balances. c) Exception reporting will be available for the MPR process (Officers with more than 30 Hours TOIL and 5 days RDIL). 	<p>SUMs</p> <p>SUMs</p> <p>OPT</p>	Update next MPR	<p>Action plan to be forwarded to SUM's and form part of the MPR process.</p>
1.3	There are a number of electronic systems to record TOIL/RDIL as well as paper based records.	<ul style="list-style-type: none"> a) Staff to retain local electronic or paper based records for auditing purposes (As well as Oracle) until a month after the Oracle system is signed off as accurate. b) Oracle will then be the only method of recording TOIL/RDIL and all other methods of recording must cease. 	<p>SUMs</p> <p>Steria</p>	December 1 st 2011	<p>Administrator message to be sent out four weeks after the Oracle system is accurate to advise staff to record TOIL/RDIL on Oracle only.</p>

Appendix 1

No	Issue	Action required	Lead / Owner	Timeframe	Progress
1.4	Officers are allowed to 'bank' TOIL/RDIL in the last two years of their service.	This agreement needs to be reviewed.	Denise Curtis-Haigh	Update next MPR	OPT/DCH have discussed this matter and it will be reviewed. DCH lead.