*Notes (to be deleted as required):*

1. *Actions should be Specific, Measurable, Agreed, Realistic and Time-bound (SMART). Refer to our Guidance on carrying out an FOI self-assessment for more information:* [*www.itspublicknowledge.info/toolkit*](https://www.itspublicknowledge.info/toolkit)
2. *Monitor and update the status of improvements included in your plan –****Red****: Target will not be/has not been met.* ***Amber****: Concerns whether target will be met.* ***Green****: On target / target met*

**Module:** [module number and name]

**Authority:** [authority name]

**Lead officer:** [name]

**Date:**  [date]

| **No** | **Area identified for improvement** | **Action/s to be taken**  **(Remember SMART!)** | **Date action for completion** | **Owner** | **Status** |
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|  | **Example:**  *There are no arrangements in place to routinely and/or regularly review the training needs of public facing staff, to ensure that they meet with their duties to provide advice and assistance.* | * 1. Identify gaps in knowledge and competence of staff   2. Design appropriate personal training plans   3. Allocate responsibility for delivery of training   4. Deliver training   5. Put in place arrangements to ensure there is regularly review, updates and delivery of appropriate training | *30 September 2021* | *Head of Department/Human Resources* | ***Red / Amber / Green*** |
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# Document control sheet

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| **Summary of changes to document** | | | | |  |
| **Date** | **Action by** | **Version updated** | **New version number** | **Brief description** | |
|  | *(initials)* | *(e.g. v01.25-36****)*** | *(e.g. v01.27, or 02.03)* | (*e.g. updated paras 1-8, updated HOPI to HOOM, reviewed whole section on PI test, whole document updated, corrected typos, reformatted to new branding*) | |
| 13/04/21 | BOW | 02.00 | 02.01 | New document created following approval of draft | |
| 13/04/21 | BOW | 02.01 | 02.02 | DCS updated, published on website | |
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