

Annual Governance Statement 2014/15: Action Plan for Significant Governance Issues

Review of Progress to end of Sept 2015

AGS Ref.	Significant Governance Issue (SGI)	Responsible Officer	Progress Implementing SGI	
			Position as at previous quarter	Position as at end Sept 2015
3.4.1	All constitution-related documents that have not been reviewed in the previous twelve months to be reviewed.	Civic & Committee Services Manager (DMO) (Overseen by Deputy Chief Executive (AJ))	<p>While it does not form part of the Constitution the Code of Corporate Governance review needs to be completed.</p> <p>Articles 1-16 need to be looked at. However, at most, minimal amendments will be required. The Officer Employment Procedure Rules need to be considered but this should wait for update on national negotiations DIP/Independent Person roles on statutory officers.</p> <p>We also need to look at members' allowances but I see this as the back end of the financial year.</p>	This had to be placed on hold for this quarter due to absence of key members of staff. However, it is anticipated that Articles 1-16 will be brought to Executive in December 2015 for consideration.
3.6.2	Service-specific contract management training to be delivered to relevant managers.	Head of Finance	HR/Procurement Manager arranging full day training session for September. Meeting with proposed provider 15 July.	Contract Management Training provided September 24. Any further service related contract management training to be arranged by the relevant service.

AGS Ref.	Significant Governance Issue (SGI)	Responsible Officer	Progress Implementing SGI	
			Position as at previous quarter	Position as at end Sept 2015
3.6.3	Procurement training to be provided to new Members.	Head of Finance	Scheduled for 8 July 2015.	Training attended by members.
3.6.11	Service risk registers to be reviewed by service management teams and portfolio holders on at least a quarterly basis.	Service Area Managers (Overseen by CMT)	Service Risk Registers reviewed by Heads of Service and respective Portfolio Holders on an ongoing basis.	Position same as previous quarter.

AGS Ref.	Significant Governance Issue (SGI)	Responsible Officer	Progress Implementing SGI	
			Position as at previous quarter	Position as at end Sept 2015
3.6.13	Business Continuity Plans for services to be updated.	Service Area Managers (Overseen by CMT)	<p>As per Sam Collins, Civil Contingencies Officer:</p> <ul style="list-style-type: none"> • Neighbourhood Services – outstanding as of 10/07/2015. Expected 01/08/2015 to include Bereavement Services / Crematorium procedures. • Health & Community Protection – Updated July 2015 • Finance – Reviewed April 2015 however in need of further review regarding Revenues & Benefits functions. Expected 01/09/2015. • Housing & Property Services – Updated July 2015 • Cultural Services – Updated July 2015 • Development Services – Updated July 2015. <p>A programme for the services under the management of the Chief Executive's Office will begin in September 2015.</p>	<p>As per Sam Collins, Civil Contingencies Officer:</p> <ul style="list-style-type: none"> •Neighbourhood Services – Completed August 2015. Action Plan initiated to mitigate any identified vulnerabilities within the department. •Health & Community Protection – Updated July 2015 •Finance – reviewed and updated in August 2015. Further work on-going. •Housing & Property Services – Updated July 2015 •Cultural Services – Updated July 2015 •Development Services – Updated July 2015. •CEX Office – HR Manager, Democratic Services Manager & Civil Contingencies Officer have met and have agreed to develop a shared plan for HR, Media & Democratic Services. Estimated completion date February 2015. •CEX Office – ICT Services. Civil Contingencies Officer & ICT Services Manager have met. ICT Services Manager to develop plan throughout December 2015.

AGS Ref.	Significant Governance Issue (SGI)	Responsible Officer	Progress Implementing SGI	
			Position as at previous quarter	Position as at end Sept 2015
3.8.4	Budget monitoring systems to continue to be improved.	Head of Finance	Following on from 2014/15 outturn, main area of concern is the variances for Property Services, relating to the use of the Active H and Total systems. The use of how these 2 systems work together is being considered as a project, for which a project team is currently being set up by the Head of Housing & Property Services.	Initial meetings between Finance and H&PS held, with last meeting on 3 August.
3.10.5	Training to be provided to Portfolio Holders and Shadow Portfolio Holders to help them fulfil their role effectively.	Civic & Committee Services Manager (DMO) (Overseen by Deputy Chief Executive (AJ))	Comprehensive training programme is being delivered and will continue for the remainder of the financial year.	Ongoing.
4.4.1	The Code of Corporate Governance to be reviewed and updated. (Brought forward from last year.)	Audit & risk Manager (Overseen by CMT)	The review has been completed and a new Code of Corporate Governance has been produced. It is currently being consulted on and will then need issuing.	Confirmation obtained that document is required to be condensed. Audit & Risk Manager will take progress through SMT and committee.

AGS Ref.	Significant Governance Issue (SGI)	Responsible Officer	Progress Implementing SGI	
			Position as at previous quarter	Position as at end Sept 2015
4.7.3	To ensure that the necessary management actions emanating from the internal audit reviews of Corporate Procurement, Shared Legal Services and Section 106 Agreements (which all received moderate assurance opinions) are acted upon in accordance with the required timescales.	CMT / Head of Finance	Corporate Procurement issues being addressed as part of Procurement Action Plan. Legal Service management actions are on track.	Corporate Procurement issues being addressed as part of Procurement Action Plan. All the Legal Services recommendations have been actioned.