

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

### Review of Progress to end of March 2016

AGS Ref.	Significant Governance Issue (SGI)	Responsible Officer	Progress Implementing SGI	
			Position as at previous quarter	Position as at end March 2016
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))	A report updating the Constitution, including Articles 1-16, will be considered by the Executive in January 2016 and should be confirmed by Council on 27 January 2016.	This was agreed by Council in January 2016 and therefore concludes the review. That said there will be further updates to the constitution throughout the year for example a revised Code of Procurement Practice is in the process of being adopted by the Council.
3.6.2	Service-specific contract management training to be delivered to relevant managers.	Head of Finance	Contract Management Training provided September 24. Any further service related contract management training to be arranged by the relevant service.	Issue has been addressed as detailed at previous quarter.
3.6.3	Procurement training to be provided to new Members.	Head of Finance	Training attended by members.	Issue has been addressed as detailed at previous quarter.
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.	Issue being addressed on an ongoing basis as detailed at previous quarter.

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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> <p>Neighbourhood Services – Completed August 2015 with associated action plan. Next action plan progress meeting scheduled for Jan 2016.</p> <p>Finance – reviewed and updated in August 2015. Meeting scheduled with Head of Service scheduled for 29<sup>th</sup> January to review current document including incorporation of Revs &amp; Bens and Switchboard.</p> <p>Health and Community Protection – to be reviewed in April 2016 upon commencement of new departmental management team.</p> <p>Housing, Development &amp; Culture – to be reviewed and updated as necessary reflecting personnel, structural or procedural changes.</p> <p>CEX Office – HR / Democratic Services. Due to Democratic Services restructure it has been agreed to split the plan into two departmental plans and consolidate at an appropriate time. Progress meetings with both departmental heads scheduled for January.</p> <p>CEX Office – ICT Services – Progress meeting held on 07<sup>th</sup> January. On track for completion February 2016.</p>	<p>Neighbourhood Services – Completed August 2015 with associated action plan. Next action plan progress meeting scheduled for 24th June 2016 to include table-top exercise for departmental management team.</p> <p>Finance – reviewed and updated in August 2015. Meeting scheduled for 22<sup>nd</sup> April to finalise new updates to document including incorporation of Revs &amp; Bens and Switchboard.</p> <p>Health and Community Protection – to be reviewed in April 2016 upon commencement of new departmental management team.</p> <p>Housing, Development &amp; Culture – to be reviewed and updated as necessary reflecting personnel, structural or procedural changes.</p> <p>CEX Office (HR &amp; Media) – completed March 2016. To be reviewed and updated as necessary reflecting personnel, structural or procedural changes.</p> <p>CEX Office (Democratic Services) – comprehensive first draft completed. Final draft to be signed off by end of April.</p> <p>CEX Office (ICT Services) – due to the highly technical and intricate nature of this document additional time is required. Now expected May / June 2016.</p>

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3.8.4	Budget monitoring systems to continue to be improved.	Head of Finance	<p>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 &amp; Property Services.</p> <p>Initial meetings between Finance and H&amp;PS held, with last meeting on 3 August.</p>	<p>Head of Finance and Head of Housing &amp; Property Services to report orally at SMT meeting. It would be helpful if oral report could be minuted fully or relayed back to Audit &amp; Risk Manager in some other form so that table can be updated for next time.</p> <p>Minute from SMT meeting: "Actions agreed by working group and being actioned."</p>
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.	Issue being addressed on an ongoing basis as detailed at previous quarter.
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 new Code of Corporate Governance has been approved by Executive. It will be considered for adoption by Council on 27 January 2016.	Now adopted by Council as planned.

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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. All the Legal Services recommendations have been actioned.	Corporate Procurement actions being addressed on an ongoing basis as detailed at previous quarter. The Legal Services Issue has been addressed as detailed at previous quarter.