

PROGRESS UPDATE ON THE ANNUAL GOVERNANCE STATEMENT ACTION PLAN

Portfolio Holder Cllr Neal Davey
Responsible Officer Head of Communities & Governance

Reason for Report: To provide the Committee with an update on progress made against the 2011/12 Annual Governance Statement Action Plan.

RECOMMENDATION(S): The Committee note the contents of the report.

Financial Implications: None.

Legal Implications: Failure to meet the statutory guidance in relation to the Council's governance arrangements.

Risk Assessment: None arising from this report.

1.0 Introduction

- 1.1 The purpose of this report is to provide Members of the Committee with an update on the progress that has been made against the actions in the Annual Governance Statement action plan.
- 1.2 The action plan is attached as Appendix A and progress updates have been noted on the document.
- 1.3 Any outstanding recommendations will be incorporate into the 2012/13 Annual Governance Statement which will be presented to the Committee at their meeting on 25th June 2013.

Contact for more Information: Amy Tregellas
Head of Communities and Governance ext 4246

Circulation of the Report: Management Team and Cllr Neal Davey

List of Background Papers: None

ANNUAL GOVERNANCE STATEMENT 2011/2012
ACTION PLAN

Action	Lead Officer	Timescale	Progress
Corporate and Business Planning			
Review and improve the Business Planning process and template to ensure that there is a golden thread and that all service areas can see how they link into the overall objectives of the Council. Translate this into diagrammatic form for ease of reference	Head of Communities and Governance	End December 2012	The Business Plan template has been now been revised and discussed with a working group of managers and was launched at the Senior Officer Forum in February 2013. Completed
Performance Management			
Produce performance management guidance for officers and members	Head of Communities and Governance	End October 2012	Now that the Business Plan process has been agreed and rolled out this is now in the process of being drafted and will be completed in conjunction with the Business Planning Process New target date: 31st March 2013



Key: = on target or completed






= action started but target date slippage



= action not commenced & way off target

Risk Management			
Ensure that all Service Managers and other relevant officers and Members who haven't completed risk management training in 2011/2012 receive training in the 2012/13 financial year	Head of Communities and Governance	End March 13	A schedule of Risk Management training has been organised by Learning and Development. Workshops have been held on 2 October 2012 and 6 November 2012. Planned dates are 23 & 31 January 2013 and 25 February 2013 These sessions have now been completed
Communication			
Put together a formal communication strategy incorporating internal and external communications	Communications and Reputation Manager	End December 2012	As the Communications Officer has resigned and will not be replaced the Communications Manager is now considering options for delivering this service. The resulting changes will be incorporated into the Communication Strategy will now be drafted by the end of May 2013, covering both external and internal communications. New target date: end of May 2013
Constitution			
Ensure that the Constitution is updated following the changes to the Standards Regime	Monitoring Officer	End January 2013	Audit Committee received (and approved) a report from the Chief Executive at their meeting in November which outlined changes that the Monitoring Officer would make to the Constitution and then refer to the Constitution Working Group. The group is due to meet on 16 th January 2013 to review the minor changes.

Key:  = on target or completed  = action started but target date slippage  = action not commenced & way off target

Financial Regulations and Policies			
Review and update the Financial Regulations and Contract Procedure Rules (including procurement process) and present them to the Audit Committee for approval	Head of Finance	Target November 2012 meeting	The first part of the Financial Rules went to the Audit Committee on 20 th November and the full draft is currently being reviewed by Management Team prior to them being presented to the Committee on 19 March 2013.
Business Continuity Plan			
Update the Business Continuity Plan ensuring that there is an overarching plan for the whole Council and produce a schedule of scenario exercises on the Business Continuity Plan	Head of ICT	End September 2012	A meeting was held on 25 September 2012 where the project of updating the BCP was scoped out. Work has commenced on this project plan and will continue into 2013. The Head of ICT has, in liaison with the Chief Executive agreed a confidential schedule of scenario exercises which will take place in 2013. New target date for completion: End March 2013
CRM System and Complaints			
Remind all officers that any relevant documents that are sent to customers are saved on the CRM system	Customer First Manager	End December 2012	The CRM system is not currently able to save documents and this will require a system update work which is due to be completed by September 2013. New target date: 31st September 2013



= on target or completed



= action started but target date slippage



= action not commenced & way off target