










Annual Governance Statement 2016-17 Action Plan

Issues Identified	Action to be taken	By whom/Progress made	When by end of...
1. A peer review of the standards regime was carried out which identified various improvements were necessary.	Subject to the amendment of some wording the Code of Conduct for Councillors and Co-opted Members was recommended to Full Council for Approval.	Standards Committee 4 April Full Council 26 April	April 2017 
2. The Peer challenge identified a number of recommendations that the council could consider to drive future performance.	Report to Scrutiny outlining how the council intends to take these recommendations on board.	Chief Executive Report to Scrutiny 14 August	August 2017 
3. It was identified that reporting too many low level risks was distracting attention from more critical risks.	Reporting criteria changed on SPAR to report only risks scoring over 10.	Group Manager for Performance, Governance and Data Security First report using the new criteria Environment PDG 16 May	April 2017 
4. More benchmarking information is needed and stronger links between financial and performance monitoring. Evidence that budgets, plans and objectives are aligned.	Link between finance and performance to be reinforced in Service Business Plans for 2018/19.	Director of Corporate Assets and Resources Have subscribed to LG Inform Plus which benchmarks against all authorities in England Ongoing process of Continuous Improvement	September 2017 October 2017 


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5. Service plans demonstrate consideration of 'social value'.	Integrated Reporting will become a requirement for 2017/18 Financial statements onwards	Group Manager for Performance, Governance and Data Security	May 2018
6. Corporate plan priorities and targets are still not effectively cascaded throughout the Council	Leadership Team have commenced 6 monthly Q & A sessions for all staff and also Chat with the Chief	Leadership Team First 2 sessions were 12 April Next 3 sessions were w/c 16 October	April 2017 
7. Staff Charter to communicate expected values and behaviours	Issue a staff charter to all staff for their agreement	Director of Business Transformation and Corporate Affairs Launched – will be put on new learning and development software (see below)	August 2017 December 2017 
8. We don't include ethics awareness in the staff induction training at present	Include ethics training in the new induction process	Director of Business Transformation and Corporate Affairs New staff learning and development software includes this module; we will be licensed to use it from 1 April.	July 2017 April 2018 

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<p>9. The current economic situation is likely to continue to see a reduction in the number of staff employed by the Authority. We have identified that this presents a potential risk to our ability to retain the skills and experience needed. Measures are being implemented to combat this risk.</p>	<p>Aspiring Managers Scheme Skills Audit</p>	<p>Director of Business Transformation and Corporate Affairs 12 month programme - launched April 2017</p>	<p>April 2017 </p>
<p>10. Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity is a problem. 11. We need processes for dealing with competing demands on the budget from the community</p>	<p>The gap has been recognised and a post has been approved</p>	<p>Director of Business Transformation and Corporate Affairs Communication & Consultation Manager appointed started on January 8</p>	<p>December 2017 March 2018 </p>
<p>12. We have some matters to address where we assessed Internal Audit as “P” i.e. Partial Compliance.</p>	<p>Address areas with “P” assessment via Quality Assurance Improvement Plan (QAIP)</p>	<p>DAP Audit Manager</p>	<p>September 2018</p>

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<p>13. A gap analysis against the GDPR has identified areas which need improvement</p>	<p>Ensure we have all necessary data sharing agreements in place</p> <p>Ensure we have done information audits on our “top 10”</p> <p>Roll out training to all staff and Members</p>	<p>Data Protection Officer</p> <p>91% of information audits done</p> <p>Work on data sharing and privacy notices has commenced</p> <p>Awareness training and Q & A session have been run, will be attending team meetings</p>	<p>May 2018</p>
<p>14. We need to arrange Public Sector Equality duty training</p>	<p>Programme of awareness and training</p>	<p>Group Manager for Performance, Governance and Data Security</p> <p>Members 16 May however very poorly attended so re-run before Full Council 25 October</p> <p>SOF 28 June</p>	<p>June 2017</p> <p>October 2017</p> <p></p>