











## 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	<del>September 2017</del> 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	<p>Group Manager for Performance, Governance and Data Security</p> <p>This is still not a "requirement" rather a "nice to have". Due to GDPR work (see item 13) it has been decided to bear this in mind for the Narrative Statement in the accounts rather than go for full "Integrated Reporting"</p>	<p><del>May 2018</del></p> <p></p>
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	<p>Leadership Team</p> <p>First 2 sessions were 12 April</p> <p>Next 3 sessions were w/c 16 October</p>	<p>April 2017</p> <p></p>
7. Staff Charter to communicate expected values and behaviours	Issue a staff charter to all staff for their agreement	<p>Director of Business Transformation and Corporate Affairs</p> <p>Launched – will be put on new learning and development software (see below)</p>	<p><del>August 2017</del></p> <p>December 2017</p> <p></p>
8. We don't include ethics awareness in the staff induction training at present	Include ethics training in the new induction process	<p>Director of Business Transformation and Corporate Affairs</p> <p>We have contacted the supplier about the Principled Business &amp; Ethics Module</p> <p>The Staff Charter instils core values for staff and managers</p>	<p><del>July 2017</del></p> <p>April 2018</p> <p></p>

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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.</p> <p>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  Resident's survey completed, have increased GovDelivery sign up.  Working on an updated community action plan  Scrutiny Community Engagement working group started</p>	<p>December 2017    September 2018    June 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>Group Manager for Performance, Governance and Data Security</p> <p>Progress on the identified actions is good. Other actions identified are in progress</p> <p>We would be able to demonstrate we are working towards compliance if the ICO were to inspect the Council.</p>	<p>May 2018</p> <p style="text-align: center;"></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>Several training sessions run throughout the year</p>	<p>June 2017</p> <p>October 2017</p> <p style="text-align: center;"></p>