

Annual Governance Statement (2017/18)

Annual Governance Statement 2017-18 Action Plan			
Issues Identified	Action to be taken	By whom	When
<u>1. The Internal Audit report for Development Control identified "Improvements Required" with regard to the inability of the legacy systems to provide a full overview of the 'trigger points' for all of the s106 agreements.</u>	<u>A project to address this is ongoing through use of specialised software, although populating the system is time consuming as many of the s106 agreements are complex. The current position is being reviewed by senior management and additional temporary staff engaged to clear the backlog.</u>	<u>The Head of Planning, Economy and Regeneration</u>	<u>August 2018</u>
<u>1.2. Increase ethics awareness training in the staff and Members induction process</u>	Write an ethics training module in the new <u>Learning Management System</u> for the mandatory induction process	Director of Business Transformation and Corporate Affairs	August 2018
<u>2.3. Evidence of balancing feedback from more active stakeholder s groups with other stakeholder s groups to ensure inclusivity</u>	The Community Engagement Strategy and Action Plan are due to go to Community PDG	Director of Business Transformation and Corporate Affairs	November 2018
<u>3.4. We need processes for dealing with competing demands on the budget from the community</u>	The Community Engagement Strategy and Action Plan are due to go to Community PDG <u>All Members' Budget Prioritisation Away Day</u>	Director of Business Transformation and Corporate Affairs/ <u>Deputy Chief Executive</u>	November 2018 <u>September 2018</u>

Annual Governance Statement (2017/18)

4.5. Still more benchmarking information is needed and stronger links between financial and performance monitoring	Link between finance and performance to be reinforced in Service Business Plans for 2019/20.	Director of Corporate Assets and Resources	September 2018
5.6. Service plans do not <u>yet</u> demonstrate consideration of 'social value'	Link between finance and performance to be reinforced in Service Business Plans for 2019/20.	Director of Corporate Assets and Resources	September 2018
6.7. 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.	Skills Audit to be completed by collecting information as part of the appraisal process and utilisation of the LMS system to record qualifications and experience. <u>Succession Planning Policy is required to be included in the revised HR Strategy.</u>	Director of Business Transformation and Corporate Affairs	<u>Date? December 2018</u> <u>September 2018</u>
7.8. <u>A Sickness Absence Action Plan is being developed by HR and the Health and Safety Officer</u>	<u>This is in draft and is due to go to Leadership Team for approval in July</u>	<u>Director of Business Transformation and Corporate Affairs</u>	<u>Date? September 2018</u>

Annual Governance Statement (2017/18)

8.9. GDPR legislation now needs to be followed up with compliance and enforcement work.	A programme of Information audits is planned from Autumn 2018 to ensure, and enforce, compliance with the Data Protection Act 2018	Director of Business Transformation and Corporate Affairs	October 2018
9.10. Of the 7 areas where Partial compliance <u>with the Public Sector Internal Audit Standards</u> were identified; 5 are now fully compliant and 2 have identified further actions to achieve full compliance	Address remaining areas with "P" assessment via Quality Assurance Improvement Plan (QAIP)	DAP Deputy Head of Partnership	September 2018