

## Annual Governance Statement (2017/18)

Annual Governance Statement 2017-18 Action Plan			
Issues Identified	Action to be taken	By whom and progress	When
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.	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.	The Head of Planning, Economy and Regeneration	30 September 2018
		Significant progress has been made; the planning system is now being reconciled with the financial system.  Planning S106 Governance is on the Forward Plan for Cabinet	31 October 2018
2. Increase ethics awareness training in the staff induction process	Write an ethics training module in the new Learning Management System for the mandatory induction process	Director of Business Transformation and Corporate Affairs	<del>30 September 2018</del> 31 October 2018
3. Evidence of balancing feedback from more active stakeholders with other stakeholders to ensure inclusivity	The Community Engagement Strategy and Action Plan are due to go to Community PDG	Director of Business Transformation and Corporate Affairs	20 November 2018
4. We need processes for dealing with competing demands on the budget from the community	The Community Engagement Strategy and Action Plan are due to go to Community PDG	Director of Business Transformation and Corporate Affairs	20 November 2018
	All Members' Budget Prioritisation Away Day	Deputy Chief Executive	7 September 2018

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<p>5. Still more benchmarking information is needed and stronger links between financial and performance monitoring</p>	<p>Link between finance and performance to be reinforced in Service Business Plans for 2019/20.</p>	<p>Deputy Chief Executive</p>	<p>30 September 2018</p>
<p>6. Service plans do not yet demonstrate consideration of 'social value'</p>	<p>Link between finance and performance to be reinforced in Service Business Plans for 2019/20.</p>	<p>Deputy Chief Executive</p>	<p>31 October 2018</p>
<p>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.</p>	<p>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.</p> <p>Succession Planning Policy is Required; included in the revised HR Strategy.</p>	<p>Director of Business Transformation and Corporate Affairs</p> <p>Meeting with SW Councils to scope this project was held on 31 August, project start date was agreed as January 2019</p> <p>Director of Business Transformation and Corporate Affairs</p>	<p><del>December 2018</del> January to October 2019</p> <p>30 September 2018</p>
<p>8. A Sickness Absence Action Plan is being developed by HR and the Health and Safety Officer</p>	<p>This is in draft and is due to go to Leadership Team for approval in September</p>	<p>Director of Business Transformation and Corporate Affairs</p>	<p>30 September 2018</p>

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<p>9. GDPR legislation now needs to be followed up with compliance and enforcement work.</p>	<p>A programme of Information audits is planned from Autumn 2018 to ensure, and enforce, compliance with the Data Protection Act 2018</p>	<p>Director of Business Transformation and Corporate Affairs</p> <p>Planning has commenced programme will be agreed by Leadership Team in September</p>	<p>31 October 2018</p>
<p>10. Of the 7 areas where Partial compliance with the Public Sector Internal Audit Standards were identified; 5 are now fully compliant and 2 have identified further actions to achieve full compliance</p>	<p>Address remaining areas with “P” assessment via Quality Assurance Improvement Plan (QAIP). This will entail supporting the Council developing and maintaining an assurance map integrating this with the risk management framework. Review of the risk management framework will commence in September 2018.</p>	<p>DAP Deputy Head of Partnership</p>	<p>September 2018 to March 2019</p>