




Annual Governance Statement (2017/18)

Annual Governance Statement 2017-18 Action Plan				
Issues Identified	Action to be taken	By whom and progress	When	Status
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.	<p>The Head of Planning, Economy and Regeneration</p> <p>Significant progress has been made; the planning system is now being reconciled with the financial system. An updated database of S106 records has been put in place.</p> <p>Planning S106 Governance proposals were considered at Cabinet in October when it was resolved to agree them for consultation with the Parish and Town Councils. Following consultation a further report will be taken to Cabinet.</p>	<p>31 October 2018</p> <p>31 January 2019</p>	
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	<p>31 October 2018</p> <p>31 January 2019</p>	
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	

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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	
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.	Deputy Chief Executive LT approving the final plans in January	30 September 2018 31 January 2019	
6. Service plans do not yet demonstrate consideration of 'social value'	Link between finance and performance to be reinforced in Service Business Plans for 2019/20.	Deputy Chief Executive LT approving the final plans in January	31 October 2018 31 January 2019	
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.	Director of Business Transformation and Corporate Affairs Meeting with SW Councils to scope this project was held on 31 August, project start date was agreed as January 2019.	January to October 2019	
	Succession Planning Policy is required; was included in the revised HR Strategy.	This went to Cabinet on 30 August and was approved.	30 September 2018	

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<p>8. A Sickness Absence Action Plan is being developed by HR and the Health and Safety Officer</p>	<p>This went to Leadership Team for approval in October</p>	<p>Director of Business Transformation and Corporate Affairs</p> <p>HR and Learning have rolled out “return-to-work interview” training for managers.</p> <p>Plan is not yet fully implemented</p>	<p>30 November 2018</p>	
<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>The information audit work started in September and is programmed until the end of November. Work will then re-commence in the new year</p>	<p>31 October 2018 Ongoing</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>The QAIP was approved by the Dap Management Board at their meeting on 17 October</p>	<p>September 2018 to March 2019</p>	

Green is completed

Amber is in Progress

Red is not completed

White is not due for completion yet