

Annual Governance Statement (2018/19)

Annual Governance Statement 2018-19 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.	The Head of Planning, Economy and Regeneration An updated database of S106 records has been put in place. A Group Manager Working Group has been set up to do further work on this with a deadline of the end of September.	30 September 2019	
	An options report has been prepared by ICT to consider software options to manage, track and report S106 requirements and payments.	ICT to develop in house software solution for S106. Final decision to be taken in March 2020 over whether to continue use of existing system for CIL purposes.	31 March 2020	
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 The new “evolve” communications project is wrapping up these themes. However culture and ethics audit in 2018/19 was of a “good” standard	30 September 2019	
3. Continue to strengthen the link between finance and performance during 2019/20, particularly in the light of budget cuts and cost savings requirements.	All Members’ Budget Prioritisation Away Day	Deputy Chief Executive	6 September 2019	
	Monitor savings on a scheme be scheme basis		31 October 2019	

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<p>4. The internal audit report on risk management opinion was “The quality of information about risks and the mitigating action of those risks required significant improvement to enable the risk register and risk management framework to be an effective tool to protect the Council’s activities”.</p>	<p>Amendments to the reports have been made already with the June committee reports, further improvements are planned over the next couple of months.</p>	<p>Director of Business Transformation and Corporate Affairs</p>	<p>Deadline agreed with Internal Audit 30 September 2019</p>	
<p>5. An Internal Audit Report on 3 Rivers states “We consider that the current developing position of the Company and the level of risk and investment into this new venture represents a significant risk to the Authority.”</p>	<p>We have reviewed the risks on the Corporate Risk Register to reflect the findings of the Internal and External audit reports. This will be regularly monitored and updated where appropriate.</p>	<p>Deputy Chief Executive</p>	<p>30 September 2019</p>	
<p>6. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place. Best Practice 14 from Ethical Standards in Local Government A Review by the Committee on</p>	<p>The Council has to balance the requirements for openness and transparency of Council business and decision-making versus commercial sensitivity of 3RDL.</p> <p>This will be considered on a case by case basis with reference to the legislation which requires Members to vote</p>	<p>Deputy Chief Executive</p>	<p>30 September 2019</p>	

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Standards in Public Life January 2019	to go into Part 2 when required.			
7. The Equality Objective for 2018/19 to review the work of, and work towards the revival of, the Corporate Equalities Group has not yet been completed. Although some progress has been made this will continue to be the Equality Objective for 2019/20.	This is being worked on together with Communications and in accordance with the Community Engagement Strategy and Action Plan	Director of Business Transformation and Corporate Affairs	31 March 2020	
8. 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. The new “Evolve” project is wrapping up these themes.	Director of Business Transformation and Corporate Affairs The new GM for HR has set out a series of practical steps to ensure “Evolve” is fully implemented. This includes the following: An immediate focus on the completion of Appraisal 19/20 The carrying out of an audit of the above process The implementation of a new Appraisal and Competency process followed by completion of the skills audit	30 September 2019 31 October 2019 April 2020 September 2020	

Green is completed

Amber is in Progress

Red is not completed

White is not due for completion yet