

**AUDIT COMMITTEE
24 MARCH 2015**

PROGRESS UPDATE ON THE ANNUAL GOVERNANCE STATEMENT ACTION PLAN

Cabinet Member Cllr Clive Eginton
Responsible Officer Head of Communities & Governance

Reason for Report: To provide the Committee with an update on progress made against the 2013/14 Annual Governance Statement Action Plan.

RECOMMENDATION(S): The Committee note the progress update

Relationship to the Corporate Plan: Having good governance arrangements and an effective internal control environment is a fundamental element of being a well managed council.

Financial Implications: None arising from this report.

Legal Implications: None arising from this report.

Risk Assessment: Failure to monitor the progress against the Annual Governance Statement action plan could result in comment from the external auditors when they next review the Annual Governance Statement.

1.0 Introduction


- 1.1 The purpose of this report is to provide Members of the Committee with an update on the progress that has been made against the actions in the Annual Governance Statement action plan.
- 1.2 The action plan is attached as Appendix A and progress updates have been noted on the document.
- 1.3 Any outstanding recommendations will be incorporated into the Annual Governance Statement for the 2014/15 financial year, which will be presented in draft to the Committee at their meeting on 23 June 2015.






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Circulation of the Report: Management Team and Cllr Clive Eginton






List of Background Papers: None




	Action	Target Date / Responsible Officer	Progress Update	Status
Corporate and Business Planning				
1	Review the Corporate Plan to achieve the “Golden Thread” by building in strategic objectives that reflect our statutory duties as well as social duties and aspirations	31 October 2015 Head of Communities and Governance	The team working on the Corporate Plan are meeting on the 20 th January 2015 to discuss the timetable and to plan the project. It is proposed that the target date be amended to the 31 st October 2015, due to the election and the need to train members and then consult and have their input into the Corporate Plan	Date not yet due
2	Include organisational” values” and Cabinet Member “pledges” in the next update of the Corporate Plan	31 October 2015 (following election) Head of Communities and Governance	This will form part of the Corporate Plan project plan	Date not yet due
3	Develop a Council mission statement to provide direction for staff	31 May 2015 Management Team	To be discussed at Management Team and with the Senior Officers Forum. Research has been done into what other authorities have.	Date not yet due
4	Include a communication strategy (internal and external) of the Corporate Plan in its next revisions including a diagram depicting the reporting structure against Corporate objectives. This will include the approach to internal communications i.e. visiting team meetings to get input and workshops at Senior Officers Forum.	30 June 2015 Head of Communities and Governance	The team working on the Corporate Plan are meeting on the 20 th January 2015 to discuss the timetable and to plan the project. A workshop of the Senior Officers Forum will take place in March 2015.	Date not yet due
5	Embed risk management into the strategic planning process when agreeing on approaches to meet aims	31 May 2015 Head of Communities and Governance	This will form part of the Corporate Plan project plan – risks will be considered when drawing up all projects in the Corporate Plan	Date not yet due







Key:  = on target or completed  = action started but target date slippage  = action not commenced & way off target




6	Amend risk and performance reports following the review of the Corporate Plan so that it is divided into objectives	30 November 2015 Head of Communities and Governance	To be reviewed as part of the work of the Corporate Plan In light of the proposed amendment to target one if is proposed that this target date be amended to 30 November 2015	Date not yet due
7	Agree performance deliverables against reducing budgets	28 February 2015 Management Team	Completed - the Budget was approved by Council on the 25 th February. Performance Indicator targets were reviewed by the Scrutiny Committee Performance Management Working Group and were amended in 2014. It is likely that these targets, where appropriate, will carry forward until the new Corporate Plan is in place in October 2015.	
Performance and Risk Management				
8	Following the conclusion of the Scrutiny Committee Performance Management working group review and update the Risk Management Strategy and get this approved by the Audit Committee	30 September 2014 Head of Communities and Governance	Completed and approved by the Audit Committee on the 23 rd September 2014	
9	Incorporate "opportunity management" within our Risk Management Strategy	30 September 2014 Head of Communities and Governance	Completed and approved by the Audit Committee on the 23 rd September 2014	
10	Following the conclusion of the Scrutiny Committee Performance Management working group review and update the performance management guidance for officers and Councillors and take to the Audit Committee for approval	30 September 2014 Head of Communities and Governance	Guidance completed and going to the Senior Officers Forum on the 18 th March 2015 for consideration. Also as Scrutiny Committee working group looked at performance management suggest that they consider the guidance at their meeting on 13 th April. This will then be communicated to officers and Members.	
11	Review the risk register further by adding Service Business Plan risks to SPAR	31 December 2014 Head of Communities and Governance	Completed	

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12	Review the Data Quality Policy and take to the Audit Committee for approval	31 December 2014 Head of Communities and Governance	Completed and approved by the Audit Committee on the 2 nd December 2014	
13	Review and update the Emergency Plan	31 December 2014 Community Safety and Emergency Planning Officer	3 out of the 4 plans have been drafted. Part 1 is the Emergency Response and Recovery Plan overview. Part 2 is the Emergency Response and Recovery Plan Response Phase. Part 3 is the Small Rest Centre Recovery Plan. The final part which is the Recovery Plan to be finalised by the end of June 2015	
Constitution and Members				
14	Continue to work with the Constitution Working Group to make proposals for change to the Constitution, presenting them to the Standards Committee and Full Council for approval	31 December 2014 Monitoring Officer	The work of the Constitution working group is progressing well and a number of sections of the proposed Constitution have gone to Standards Committee in January and February 2015. The remaining sections will be going to the Committee in March and early April before going to Council on the 29 th April 2015	
15	As part of the work of the Constitution Working Group produce job descriptions for Councillors i.e. a general job description for councillors and a specific job description for Cabinet Members and Committee Chairmen	31 December 2014 Monitoring Officer	The Job Roles for Councillors have been written and will be presented to the Standards Committee on the 11 th March 2015. These will go forward to Council with the rest of the Constitution on the 29 th April 2015	
16	Following approval by Full Council communicate key changes in the Constitution to officers and Councillors including training sessions for those officers who require a specialist knowledge	31 March 2015 Monitoring Officer	Revised target date to be 31 May 2015 following the election	Date not yet due
17	Review and update the training induction programme for Members following the elections in May 2015	31 December 2014 Principal Member Services Officer	Completed and approved by the Member Development Group on 16 th December 2014	

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Training and Information for new starters				
18	Finalise the changes to the Corporate Induction Programme	31 December 2014 Head of HR & Development	Work continues on the Induction programme. The Learning and Development team are meeting with officers involved in the induction process and a revised target date of the 30 th April 2015 has been set for completion.	
19	Review and update policy for volunteers	31 March 2015 Head of HR & Development	Commenced but not yet completed. Slippage expected and a revised target date of end of September 2015 to be set.	
Anti-Fraud and Anti-Corruption, Whistle-blowing and Anti-Money Laundering policies				
20	Review and update the Anti-Fraud and Anti-Corruption Plan and take to the Audit Committee for approval	30 September 2014 Head of Communities and Governance	Completed and approved by the Audit Committee on the 2 nd December 2014	
21	Review and update the Whistle-blowing Policy and take to the Audit Committee for approval	30 September 2014 Head of Communities and Governance	Completed and approved by the Audit Committee on the 2 nd December 2014	
22	Review and update the Anti-Money Laundering Policy and take to the Audit Committee for approval	30 September 2014 Head of Communities and Governance	Completed and approved by the Audit Committee on the 2 nd December 2014	
23	Ensure that the requirements of the Bribery Act are included in the Anti-Fraud and Anti-Corruption, Whistle-blowing and Anti-Money Laundering policies	31 August 2014 Head of Communities and Governance	Completed	

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