

Annual Governance Statement (2020/21)

Annual Governance Statement 2020-21 Action Plan				
Issues Identified	Action to be taken	By whom and progress	When	Status
<p>1. External legal and financial reviews have been undertaken on 3 Rivers at the request of the Leader. A number of recommendations have come from this work regarding improving governance arrangements. These were all approved by Cabinet at their meetings of 11 June 2020 and, after consultation with Scrutiny and Audit committees, 9 July 2020. An action plan is in place to address the recommendations.</p>	<p>Progress will be monitored by Cabinet and in this action plan.</p>	<p>Chief Executive</p> <p>The governance Action Plan for 3 Rivers Developments has been largely completed; 32 of the 33 recommendations and now that the revised shareholder agreement has been agreed, we can move to the final recommendation which is to seek external assurance that all identified actions have been completed.</p>	<p>31 October 2021</p> <p>The external review report has been received and gives assurance that all of the recommendations have been implemented.</p>	
<p>2. 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>Our present issues, reflecting the national position, are recruitment to certain posts and retention of key staff e.g. HGV drivers</p>	<p>Director of Business Transformation and Corporate Affairs</p> <p>Director of Business Transformation and Corporate Affairs</p> <p>There has been a working group established to examine how we best recruit to key vacancies in the Council eg HGV Drivers.</p>	<p>31 December 2021</p> <p>31 January 2022</p>	

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		<p><u>A 'work local' logo has been designed and printed on the side of some of our waste lorries to give visible presence to our vacancies and the work of the Council.</u></p> <p><u>Growing and developing our own staff is a priority through the Evolve programme. We have recently carried out an external staff survey which is leading to the design of a staff survey action plan with the Impact staff consultative group. An Employee Relations specialist has been recently recruited to HR.</u></p> <p><u>Active use of all available funding is being made to employ and retain staff including the Kick-start scheme and Apprenticeship levy.</u></p> <p><u>Growing our own staff is a priority.</u></p>		
<p>3. There was some frustration with IT equipment and telephony, particularly at the start of the Covid pandemic, which is not surprising considering ways of working had to change overnight.</p>	<p>This is being addressed as part of the hybrid working project going forward.</p>	<p>Director of Business Transformation and Corporate Affairs</p> <p><u>On target:</u></p> <ul style="list-style-type: none"> • <u>Desktop audit completed</u> • <u>Additional mobiles/headsets procured</u> • <u>New Telephony system currently being procured.</u> 	<p>30 September 2022</p>	

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		<ul style="list-style-type: none"> <u>Broadband bandwidth doubled and replacement/redundant solution currently being procured.</u> <p><u>New infrastructure replacement ordered and implementation planning commenced</u>Temporary working arrangements will continue for the foreseeable future.</p> <p><u>Formal arrangements, including the necessary infrastructure changes, is a priority corporate project</u></p>		
4. The DAP audit report on Digitalisation: Electronic payments, online forms and Social Media received a limited assurance audit opinion.	There is no high level strategy that would help the Council maximise opportunities to engage more effectively with the general public and help to inform the Social Media policy including the relevant controls that need to be in place.	<p>Director of Business Transformation and Corporate Affairs</p> <p><u>Revised social media policy within Communications Strategy and now have governance group convened. A social media governance group has been set up and two meetings held. An operational protocol is in development.</u></p>	31 December 2021	
5. The DAP audit report on Commercial Rents received a limited assurance audit opinion.	There are a number of instances where controls and procedures do not adequately mitigate the risks identified. Existing procedures need to be improved in order to ensure that	<p>Deputy Chief Executive (S151)</p> <p>There were 10 recommendations which are being progressed. <u>5 are complete and the remainder are on</u></p>	31 December 2021 <u>31 March 2022</u>	

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	they are fully reliable. Recommendations have been made to ensure that organisational objectives are not put at risk.	target for completion by 31 March 2022		
6. The Council has no formal process for to track the progress of External Audit recommendations raised through to completion.	External Audit findings and the recommendations raised will be added to SPAR to track alongside Internal Audit recommendations.	Deputy Chief Executive (S151) When we receive the final External Audit Findings report this will be actioned.	31 December 2021 31 January March 2022	

Green is completed

Amber is in Progress

Red is not completed

White is not due for completion yet