


















	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	End November 2015 Head of Communities and Governance	The Corporate Plan has been reviewed and drafted for 2016-2020. The draft Corporate Plan is currently out for public consultation and will be going back to the Cabinet on the 11 th February 2016 and on to Council on the 24 th February 2016	
2	Include organisational “values” and Cabinet Member “pledges” in the next update of the Corporate Plan	End November 2015 Head of Communities and Governance	Liaison with the Cabinet has taken place during the process to ensure that their ‘pledges’ have been included.	
3	Develop a Council mission statement to provide direction for staff	End November 2015 Management Team	A Council vision has been included in the plan and this is now out for consultation	
4	Include a communication strategy (internal and external) of the Corporate Plan in its next revision including a diagram depicting the reporting structure against the Corporate objectives. This will include the approach to internal communications i.e. visiting team meetings to get input and workshops at Senior Officers Forum	End June 2015 Head of Communities and Governance	Completed and this plan has been followed for the internal and external public consultation which is ongoing until the 29 th January	
5	As part of the work on the Corporate Plan complete a risk assessment on the corporate priorities and objectives	End January 2016 Head of Communities and Governance	In progress and due to be completed by the end January 2016.	
Performance and Risk Management				
6	Following the implementation of the new Corporate Plan and for the Service Business Plans for 2016/17 ensure that there is an up to date risk assessment completed	End March 2016 Head of Communities and Governance	Business plans to be drafted by Service Managers based on the Corporate Plan and they are to be presented to Management Team by the end of March	

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

7	Complete the final section of the Emergency Plan – the recovery section	End March 2016 Community Safety and Emergency Planning Officer		Date not yet due
Constitution and Members				
8	Complete the work on the revised Constitution and then present it to the Standards Committee and Full Council for approval	End September 2015 Monitoring Officer	Completed - The Constitution was approved by Council on 24 th February 2016	
9	As part of the work of the Constitution working group produce job descriptions for Councillors i.e. a general job description for councillors and specific job descriptions for Cabinet Members and Committee Chairmen	Completed subject to approval of the Constitution Monitoring Officer	Completed	
10	Following approval by Full Council communicate key changes in Constitution to Officers and Members including training sessions for those officers who require a specialist knowledge	By end March 2016 Monitoring Officer	The Constitution was approved by Council on the 24 th February and this will now be communicated to all relevant staff.	Date not yet due
11	Review and update the complaints process for complaints about Councillors and present to the Standards Committee for approval	End September 2015 Monitoring Officer	Completed - The Constitution was approved by Council on 24 th February 2016	
Staff				
12	Complete a staff survey	End October 2015 Head of HR and Development	The staff survey was completed in September. Following on from this feedback sessions have been held for staff to attend and all Heads of Service have been asked to share the results with their staff. An action plan is currently being worked on by HR and Unison.	
13	Review and update the Officers Code of Conduct as part of the review of the Constitution	Completed subject to approval of the Constitution Monitoring Officer	Completed	

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