




















| | 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 | Completed - The Corporate Plan was approved by Council on 24 th February 2016 and came into effect from 1 st April 2016 for the period of 1 st April 2016 to 31 st March 2020. |  |
| 2 | Include organisational “values” and Cabinet Member “pledges” in the next update of the Corporate Plan | End November 2015 Head of Communities and Governance | Completed - Liaison with the Cabinet took 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 | Completed - A Council vision has been included in the plan and this was approved by Council on the 24 th February 2016. |  |
| 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 formed part of the Corporate Plan process |  |
| 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 | Corporate plan risk assessment has been drafted but this now needs to go to Management Team for sign off. |  |
| 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 | Completed - Business plans for 2016/17 have been drafted by Service Managers based on the Corporate Plan and they were presented to the Senior Officers Forum on 14 th April |  |

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 | Completed and signed off by Management Team in April 2016 |  |
| 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 Monitoring Officer is developing a briefing note and will run some sessions for relevant members of staff by end July |  |
| 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 and following this an action plan was put together and this is now being worked through. |  |
| 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 |  |

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