

## To accompany the Annual Governance Statement 2015-16

### Draft Action Plan: Actions for 2016-2017

| Performance and Risk Management  |                                    |               |
|--|------------------------------------|---------------|
| <ul style="list-style-type: none"> <li>The Corporate Plan risk assessment needs to be taken to Management Team and then for the risks to be entered onto SPAR</li> <li>The risks from the Service Business Plans need to be entered onto SPAR</li> </ul> |                                    |               |
| Agreed Approach  | Responsible Officer                | Target Date   |
| 1. Take the Corporate Plan risk assessment to Management Team  | Head of Communities and Governance | End June 2016 |
| 2. Review the risks in the service business plans  | Head of Communities and Governance | End June 2016 |
| 3. Enter the Corporate and service risks onto SPAR   | Head of Communities and Governance | End June 2016 |

| Business Planning   |                                    |               |
|---|------------------------------------|---------------|
| Suggestions for improvement: <ul style="list-style-type: none"> <li>Review and improve the service business plan template</li> <li>Develop a timetable for key dates throughout the year i.e. business plan preparation, training plans, budget preparation, etc</li> </ul> |                                    |               |
| Agreed Approach   | Responsible Officer                | Target Date   |
| 4. Review and improve the service business plan template  | Head of Communities and Governance | End June 2016 |
| 5. Develop a timetable for key dates throughout the year i.e. business plan preparation, training plans, budget preparation, etc  | Head of Communities and Governance | End June 2016 |

| Staff   |                            |                  |
|---|----------------------------|------------------|
| <b>Suggestions for improvement:</b>   |                            |                  |
| <ul style="list-style-type: none"> <li>Deliver the actions set out in the staff survey action plan</li> </ul> |                            |                  |
| Agreed Approach   | Responsible Officer        | Target Date      |
| 6. Deliver the actions set out in the staff survey action plan  | Head of HR and Development | End October 2016 |

| Constitution/Members  |                                    |                    |
|---|------------------------------------|--------------------|
| <b>Suggestions for improvement:</b>   |                                    |                    |
| <ul style="list-style-type: none"> <li>Training provided for officers re the new Constitution</li> <li>Review and update the complaints process for complaints about Councillors</li> </ul> |                                    |                    |
| Agreed Approach   | Responsible Officer                | Target Date        |
| 7. 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     | Head of Communities and Governance | End July 2016      |
| 8. Review and update the complaints process for complaints about Councillors and present to the Standards Committee for approval  | Head of Communities and Governance | End September 2016 |