

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"> The Corporate Plan risk assessment needs to be taken to Management Team and then for the risks to be entered onto SPAR The risks from the Service Business Plans need to be entered onto SPAR 		
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
4. Ensure that any risks associated with exit from the EU are fed into the risk register as and when the picture becomes clearer and take action to mitigate those risks, where appropriate	Management Team	As and when appropriate

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

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

Constitution/Members		
Suggestions for improvement: <ul style="list-style-type: none"> Training provided for officers re the new Constitution Review and update the complaints process for complaints about Councillors 		
Agreed Approach	Responsible Officer	Target Date
8. 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
9. 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