








Annual Governance Statement 2016-17 Action Plan

| Issues Identified | Action to be taken | By whom | When |
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| 1. A peer review of the standards regime was carried out which identified various improvements were necessary. | Subject to the amendment of some wording the Code of Conduct for Councillors and Co-opted Members was recommended to Full Council for Approval. | Standards Committee 4 April Full Council 26 April | April 2017  |
| 2. The Peer challenge identified a number of recommendations that the council could consider to drive future performance. | Report to Scrutiny outlining how the council intends to take these recommendations on board. | Chief Executive Report to Scrutiny 14 August | August 2017  |
| 3. It was identified that reporting too many low level risks was distracting attention from more critical risks. | Reporting criteria changed on SPAR to report only risks scoring over 10. | Internal Audit Team Leader First report using the new criteria Environment PDG 16 May | April 2017  |
| 4. More benchmarking information is needed and stronger links between financial and performance monitoring. 5. Service plans demonstrate consideration of 'social value'. Evidence that budgets, plans and objectives are aligned. | Link between finance and performance to be reinforced in Service Business Plans for 2018/19. | Director of Corporate Assets and Resources | September 2017 |

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| 6. | Corporate plan priorities and targets are still not effectively cascaded throughout the Council | Leadership Team have commenced 6 monthly Q & A sessions for all staff and also Chat with the Chief | Leadership Team First 2 sessions were 12 April Next 3 sessions scheduled for w/c 16 October | April 2017  |
| 7. | Staff Charter to communicate expected values and behaviours | Issue a staff charter to all staff for their agreement | Director of Business Transformation and Corporate Affairs In progress - revised date | August 2017 October 2017  |
| 8. | We don't include ethics awareness in the staff induction training at present | Include ethics training in the new induction process | Director of Business Transformation and Corporate Affairs New Corporate Induction Plan in development | July 2017  |
| 9. | 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. | Aspiring Managers Scheme Skills Audit | Director of Business Transformation and Corporate Affairs 12 month programme launched April 2017 | April 2017  |

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| 10. Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity is a problem. | The gap has been recognised and a post has been approved | Communication & Engagement Manager | December 2017 |
| 11. We need processes for dealing with competing demands on the budget from the community | | | |
| 12. We have some matters to address where we assessed Internal Audit as “P” i.e. Partial Compliance. | Address areas with “P” assessment via Quality Assurance Improvement Plan (QAIP) | DAP Audit Manager | September 2018 |
| 13. A gap analysis against the GDPR has identified areas which need improvement | <p>Ensure we have all necessary data sharing agreements in place</p> <p>Ensure we have done information audits on our “top 10”</p> <p>Roll out training to all staff and Members</p> | Data Protection Officer | May 2018 |
| 14. We need to arrange Public Sector Equality duty training | Programme of awareness and training | <p>Internal Audit Team Leader</p> <p>Members 16 May however very poorly attended so being re-run before Full Council</p> <p>SOF 28 June</p> | <p>June 2017</p> <p>October 2017</p> <p>☹️</p> |

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