

**WALES AUDIT OFFICE CORPORATE ASSESSMENT OF NEATH PORT TALBOT COUNCIL 2014
ACTION PLAN**

Ref	Proposal for Improvement	Actions	Lead Officer	End Date	Status			Comment	
					Complete	Part Complete	Not Started		
Governance									
P1	<ul style="list-style-type: none"> Establish a skills training programme which supports members to discharge their roles and responsibilities effectively 	<ul style="list-style-type: none"> Revised format for Member Seminars introduced Refresher training for Members undertaking ADRs with other Members completed Survey of all Members to be conducted to identify development priorities for civic year 2015/16 	CS/DS	<p>Complete</p> <p>Complete</p> <p>30.4.15</p>	<p>X</p> <p>X</p>			X	Work to be led by Democratic Services Committee in early 2015

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	<ul style="list-style-type: none"> Introduce formal appraisal of the roles of Cabinet Members and Committee Chairs as a means of driving skills development 	<ul style="list-style-type: none"> Draft scheme developed by the WLGA has been considered and it has been decided that no further action will be taken at this time to introduce formal appraisal. Other mechanisms will be employed to ensure Members access the development that they need. 	CS/DS	Included in P1				
P2	Revised scrutiny arrangements to establish a more balanced range of scrutiny activity, produce a forward programme to enable planning and coordination of activity and end time-consuming practices that lack impact	<ul style="list-style-type: none"> Forward work programmes established for each committee and published Pre-decision work now operating on a 	CS/DS	Complete	X			
				Complete	X			

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		<p>selective basis</p> <ul style="list-style-type: none"> Evaluation of changes to scrutiny to be undertaken towards the end of the civic year to identify further priorities for improvement 		30.4.15		X		
P3	Provide comprehensive and accessible information about the business conducted by the Council	<ul style="list-style-type: none"> Replacement committee administration system "Modern.gov" went live October 2014 Forward work programmes now in place for all scrutiny committees and cabinet boards 	CS/DS	Complete	X			
				Complete	X			

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		<ul style="list-style-type: none"> Revised procedures introduced to enable the publication of minutes in a more timely way Procedures to record decisions taken by officers under delegated authority to be reviewed 		Complete 30.9.15	X		X	
P4	<p>Improve whistle blowing by:</p> <ul style="list-style-type: none"> Clarifying reporting arrangements Bringing together the information currently held in different documents Giving more information about safeguards that the council will provide to 	<ul style="list-style-type: none"> The policy and procedure will be reviewed in line with WAO advice and amalgamated into one document The accessibility of the policy will be reviewed, again in line 	HR	30.06.15			X	

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	employees under the arrangements	with WAO advice						
Performance Management								
P5	Ensure programme delivery expectations are based on a realistic assessment of resources available – especially in the Transforming Adult Social Care Programme and Regeneration Programme	<ul style="list-style-type: none"> The scope and aims of the two priority programmes will be reviewed as part of the annual development of the Corporate Improvement Plan and confirmation that sufficient resources are available to deliver the agreed, revised programme will be part of that review 	CDG	31.3.15		X		
P6	Place a focus on poorer performing schools to drive and sustain	<ul style="list-style-type: none"> This proposal for improvement is already 	DELLL	Complete	X			

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	improvements having regard to the levels of performance expected for schools in Wales with similar levels of deprivation	<p>accommodated within the Corporate Improvement Priority “Better Schools, Brighter Prospects”.</p> <ul style="list-style-type: none"> Enhanced scrutiny and monitoring arrangements have been identified to enable Members to have a greater insight into performance at school level 		31.3.15	X			
P7	<ul style="list-style-type: none"> Implement proposed performance reporting improvements to bring together information in a way that allows the council to evaluate 	<ul style="list-style-type: none"> Post-implementation review of progress in developing report cards at 	CS/DS & FS	30.4.15		X		

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	<p>whether it is making effective use of its resources</p> <ul style="list-style-type: none"> Introduce performance review arrangements that enable evaluation of the contribution of internal trading agencies to the achievement of the council's objectives 	<p>accountable manager level to be carried out in early 2015</p> <ul style="list-style-type: none"> Corporate performance and resource dashboard developed Arrangements to ensure systematic review of the operation of internal trading agencies to be considered 		<p>31.3.15</p> <p>31.5.15</p>		X	X	
Financial Planning								
P8	Improve financial planning and monitoring by combining financial and performance information more effectively, particularly reinforcing links between	<ul style="list-style-type: none"> Revised budget monitoring arrangements have been introduced and will be subject to continuous 	CS/DS & FS	Complete	X			

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	the Forward Financial Plan and Business Plans	<p>improvement</p> <ul style="list-style-type: none"> • Timetabling of budget and performance monitoring subject of review with the aim of securing better integration 		30.4.15		X		
P9	Clarify the corporate policy on income generation and charging to ensure a consistent approach to concessions and target groups	<ul style="list-style-type: none"> • Prepare corporate policy on income generation and charging 	FS	30.09.15			X	.

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P10	<p>Improve reporting of financial information to assist understanding of:</p> <ul style="list-style-type: none"> • The implications of savings plans and additional pressures on the quality and range of services especially those services which support improvement priorities • The links between budget reports and the Forward Financial Plan to explain the impact on the savings target and risk assessment 	<ul style="list-style-type: none"> • Covered in actions taken regarding P8 	FS	On-going				
P11	<p>Review Accounting Instructions and Financial Regulations to ensure they reflect the latest working practices and Council policies and communicate requirements to staff</p>	<ul style="list-style-type: none"> • Review started 	FS	On-going		X		<p>Review started before the corporate assessment and will be on-going, each of the Accounting Instruction's needs to be continually reviewed periodically.</p>

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Human Resources								
P12	<ul style="list-style-type: none"> Ensure full adoption by December 2015 of an appraisal process that ensures staff are equipped to do their jobs and enables people to be held to account Implement an induction process and 	<ul style="list-style-type: none"> Chief Officer appraisal process was implemented in 2014. An end of year review of process will take place post 31st March 2015, to ensure fit for purpose. Roll out to Accountable Managers has begun. Appraisal process for wider workforce to be developed and implemented during 2015. A Corporate Induction 	HR	31.12.15		X		
				31.12.15		X		

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	<p>ensure new staff are briefed on corporate expectations.</p> <ul style="list-style-type: none"> Establish a Workforce Plan 	<p>process is in place – The Induction Checklist. This will be reviewed in line with WAO expectations. It will be determined if this can be linked to on line learning as part of the re-launch of the Checklist.</p> <ul style="list-style-type: none"> VISION development, under the Efficiency Programme Board aims to establish the collation of accurate workforce data 		30.4.15		X		

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		<p>to enable managers to workforce plan as part of the Business Planning process. Data cleansing of the establishment data held on the VISION system will be completed by 30/4/15 and to enable the provision of accurate post data.</p> <ul style="list-style-type: none"> • The Corporate Improvement Plan will set out the actions the Council plans to take to improve its workforce planning 		31.3.15		X		

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Asset Management								
P13	Update the Asset Management Plan so that it acts as a point of reference for the next five years and corresponds more closely to current priorities set out in the Council's Corporate Improvement Plan	<ul style="list-style-type: none"> Plan to be revised and aligned to the Corporate Improvement Plan 	DENV	30.09.15			X	
P14	Ensure asset management consideration is included within Service Business Plans	<ul style="list-style-type: none"> Business planning guidance to be revised and reissued 	DENV	31.03.05			X	
P15	Formalise arrangements for the Strategic Asset Management Working Group by: <ul style="list-style-type: none"> Producing a terms of reference and stating expected corporate working practices (based on existing custom and practice); 	<ul style="list-style-type: none"> Terms of reference and reporting lines to be established 	DENV	31.03.15			X	

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	<p>and</p> <ul style="list-style-type: none"> Produce an indicative annual work programme, and produce notes of decisions made by the Group 							
Information Technology and Information Management								
P16	Ensure the Information Technology Strategy identifies and mitigates risks arising from reduced staff resources	Incorporated into the Service Business Plan	ICT	Complete	X			
P17	Finalise the Council's Information Strategy and communicate this to all staff	Final draft to be presented to Members for approval	ICT	31.03.15		X		
P18	Provide an annual report on information management and information governance matters to members to enable them to evaluate performance and the effectiveness of arrangements	Annual report to be produced alongside annual data protection report	ICT / LS	31.03.15		X		

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Collaboration								
P19	Engage with key partners to establish a programme of community capacity building to support alternative methods of service delivery	<ul style="list-style-type: none"> Discussions have been initiated with the WCVA and NPTCVS to identify opportunities for developing further options for service delivery 	C EX	31.5.15		X		
P20	Further develop reporting arrangements to enable evaluation of the effectiveness and sustainability of collaborative activity	<ul style="list-style-type: none"> Enhanced arrangements have been established to monitor the effectiveness of the ERW arrangements Discussions are taking place to put scrutiny of the Western Bay collaborative on an enhanced 	CS/DS	Complete 30.4.15	X			

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		footing <ul style="list-style-type: none"> Scrutiny forward work programmes contained selected topics for scrutinising the work of the Local Service Board Scrutiny Members will be surveyed to establish what improvements to information they would wish to commission to their scrutiny of the large partnership contracts in place with Grwp Gwalia, NPT 		Complete 31.5.15	X		X	

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		Homes and Celtic Leisure						

Key:

CDG	Corporate Directors Group
C EX	Chief Executive
CS/DS	Head of Corporate Strategy and Democratic Services
DELLL	Director of Education, Leisure and Lifelong Learning
DENV	Director of Environment
FS	Head of Financial Services
HR	Head of Human Resources
ICT	Head of Information and Communication Technology
LS	Head of Legal Services