

**Corporate Governance
Improvement Action Plan 2017/18**

Six Month Update period: 01.04.17 to 30.09.17

Key Improvement Area		Progress	By When	Lead Officer
1.	Modernise and Strengthen Democratic Services – further development work required to Modern.Gov in relation to embedding the automated work flow into council governance processes	Work to progress once induction for new Members has been completed	March 18	Head of Corporate Strategy and Democratic Services
2.	Corporate Risk Management – further improvement work required to the existing policy and corporate risk register	New criteria for risk scoring has been developed	Achieved	Head of Corporate Strategy and Democratic Services / Head of Financial Services
		Training for directorate officers has been completed	Achieved	
		Re-wording and re-scoring of operational risks is underway	Oct 17	
		Strategic risks being identified	Oct 17	

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		Implementation of the CAMMS system underway to strengthen the underpinning risk management processes	Ongoing until go live date 31/01/18	
3.	Wellbeing of Future Generations (Wales) Act 2015 - ensure the Council's decision making, planning and partnership arrangements comply with the requirements of the Wellbeing of Future Generations (Wales) Act 2015	Corporate Planning: Well-being objectives – consultation complete	Achieved	Head of Corporate Strategy and Democratic Services
		Corporate Plan – approved 28/09/17	Achieved	
		Communication materials being developed	Dec 17	
		Committee Report Template to be revised to meet requirements of the Act	Dec 17	
		Partnership Planning: PSB Well-being assessment - published	Achieved	
		PSB Draft Well-being Plan – approved for consultation	Achieved	
		12 week statutory consultation on draft Well-being Plan underway	Oct to Dec 17	
		Well-being Plan published	March 18	

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		Scheme to involve interested parties - approved by PSB (Sept 17)	Achieved	
4.	Equalities (Equalities Impact Assessment) to revise associated guidance to incorporate examples of good practice for data collection, data sources	Not yet commenced due to priority given to implementation of the Welsh Language Standards	March 18	Head of Corporate Strategy and Democratic Services
5.	Welsh Language - ensure the systems established to implement the Welsh Language Standards are robust	<ul style="list-style-type: none"> • A number of Standards still subject of negotiation with Welsh Language Commissioner • Audit compliance with Standards • Welsh Language Officer Group (made up of officer representation from across the Council) progressing work to support the implementation of those Standards the Council has accepted 	Ongoing	Head of Corporate Strategy and Democratic Services
6.	Develop a corporate workforce plan - in line with Wales Audit Office guidance developed with the Welsh Local Government	<ul style="list-style-type: none"> • Preparatory work underway • Draft document for consultation to be prepared by Christmas 2017 	March 2018	Head of Human Resources

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	Association/ Human Resources Development Network			
7.	Corporate performance appraisal process - review new process	Completed	To be removed from action plan	Head of Human Resources
8.	Information Commissioner's Audit action plan – monitor roll-out of Data Protection training across the Council	<p>Training programme in place and communicated to all staff.</p> <p>Take up to be monitored and re-enforced where necessary.</p>	On-going	Head of ICT and Procurement / Head of Legal
9.	<p>Council's Information Strategy:</p> <ul style="list-style-type: none"> to report the Strategy to Members communicate the Strategy to all staff provide an annual report on information management and information governance matters to members to enable them to evaluate performance and the effectiveness of 	<p>Information Strategy, Security and Governance issues were presented to Members via an All Member Seminar conducted jointly by the Head of Legal and the Head of ICT</p> <p>The Information Strategy will be reviewed in light of the new GDPR regulations and once completed will be brought back for approval and communicated accordingly</p>	<p>June 2017</p> <p>2018</p>	Head of ICT and Procurement

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	arrangements			
10.	ICT Asset Management Plan – review outcome of the exercise to project asset depreciation and on-going needs over the next five years; highlighting any significant pressures and identifying the funding required	<p>A new Asset Management IT System has been sourced and an audit of equipment is being undertaken to derive the information needed to populate</p> <p>A detailed replacement programme will then be created and the necessary funding assigned</p> <p>An interim replacement programme has been drafted and the costs required to facilitate have been profiled over the next four years. These costs to be met by the ICT Reserve but once this source has been exhausted then continued funding will be sought from the Capital programme.</p>	Jan-Mar 2018	Head of ICT and Procurement
11.	Corporate Code of Governance - review of assurances in place to fully comply with core principle A on behaviours and values	Work to be initiated in next financial year	2018/19	Head of Corporate Strategy and Democratic Services
12.	City Deal – ensure the			

Key Improvement Area		Progress	By When	Lead Officer
	governance arrangements for the emerging City Deal are aligned and dove tailed with local government arrangements	Report of the Chief Executive to be presented to Cabinet on 04/10/17	Achieved	Chief Executive