



Governance Improvement Action Plan – 6 month progress 2014/2015

Improvement Area	Action	Responsible Officer	Timescale	Progress	RAG
1. Complete scheduled governance reviews of Local Service Board arrangements for community safety/health and wellbeing.	<ul style="list-style-type: none"> Community Safety - review terms of reference and membership 	K Jones	<ul style="list-style-type: none"> End of Dec 14 	<ul style="list-style-type: none"> Completed 	Green
	<ul style="list-style-type: none"> Health & Wellbeing – review terms of reference and membership 	C Furlow	<ul style="list-style-type: none"> Oct 14 	<ul style="list-style-type: none"> Terms of reference completed 	Green
2. Conduct post-implementation review of revised performance management arrangements.	<ul style="list-style-type: none"> Initiate review of business plans Feedback to Corporate Management Group /Policy & Resources Plan workshops for report cards Initiate review of report cards 	C Furlow	<ul style="list-style-type: none"> Oct 14 Nov 14 Ongoing Jan//Feb 	<ul style="list-style-type: none"> Completed Post implementation review of business plans competed Feedback due to on 4.11.14 - postponed to December 2014 Workshops underway All report vards to be in place by March 2015 Yet to commence 	Green

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3. Implement recommendations arising from the review of democratic arrangements.	<ul style="list-style-type: none"> Implement project plan with full officer and member engagement 	K Jones	Phase 1 May 15	<p>Good progress made with 1st phase of Modern Government (almost complete):</p> <ul style="list-style-type: none"> Revised arrangements for scrutiny established and being further reviewed Revised arrangements for Member development in place and being further reviewed Review of external bodies underway – 2/3 complete Forward work programme for Cabinet Boards and Scrutiny Committees in place Fuller report to Modernisation Group on 10.12.14 	Green

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4. Strengthen financial monitoring arrangements to ensure emerging service pressures are identified and acted upon at the earliest opportunity.	<ul style="list-style-type: none"> Commence budget planning for 15/16, 16/17, 17/18 in May 14 Arrange full stakeholder involvement Arrange full consultation on overall budget approach Arrange specific consultation on individual components of the Forward Financial Plan 	D Rees / K Jones	Ongoing	<p>Comprehensive communication and engagement timetable in place and underway:</p> <ul style="list-style-type: none"> 1st partnership event completed 8.09.14 2nd consultation event planned 19.11.14 – not progressed All consultation and engagement live (e.g. have your say, social media etc.) using a range of channels Communication team officers allocated to each directorate to support consultation and engagement activities 	Green
	<ul style="list-style-type: none"> Budget monitoring 	D Rees		<ul style="list-style-type: none"> Report setting out changes to arrangements was approved by the Cabinet on 30.07.14 	

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5. Take forward necessary work to update and then embed the Corporate Risk Management Policy.	<ul style="list-style-type: none"> Review and update policy Review risk register Scope internal audit review recommendations for action Increase effectiveness of scrutiny role for Audit Committee 	H Jones/D Rees	End of Sept 14	<ul style="list-style-type: none"> This work has been delayed, due to exceptional workload demands in relation to budget proposals. Discussions are pending, to provide the required level of resource in order to carry this work forward in the New Year. 	Red
6. Formalise and implement the Corporate Communication and Engagement Strategy.	<ul style="list-style-type: none"> Integrate budget and improvement planning cycles with communication and engagement plan Obtain feedback from stakeholders using the range of mechanisms available 	C Furlow	Oct 14	<ul style="list-style-type: none"> Also See point 4 A report evaluating participation in the revised arrangements will be produced early 2015 to inform arrangements for 2015/16 	Green

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7. Formally agree and implement the Local Charter with Town and Community Councils.	<ul style="list-style-type: none"> Finalise the work and formally agree it Devise and implement action plan 	R George	Early 2015	<ul style="list-style-type: none"> Initial consultation and discussions with all Community and Town Councils in the NPT area and Members of the Community Council Liaison Forum have taken place. Further consultation to consider final amendments is currently underway and should conclude in February 2015. 	Green
8. Complete the review of regional collaborative arrangements.	<ul style="list-style-type: none"> Complete assurance work Identify actions from assurance work 	C Furlow	Sept 2014	<ul style="list-style-type: none"> Review has been completed. The main outcome was to strengthen and ensure regular information going to Scrutiny Committees. Forward Work Programmes to include suitable topics from 2015 onwards 	Green

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9. Implement the action plan drawn up to respond to the Information Commissioner's Audit of data protection arrangements.	<ul style="list-style-type: none"> • Implement agreed actions • Monitor above actions regularly 	P Watkins/ I John	Oct 14	<ul style="list-style-type: none"> • Work underway to implement action plan. • Governance Group to monitor above regularly 	Green
10. Undertake project work to improve the grants management system.	<ul style="list-style-type: none"> • Include in Finance project team's action plan, as a priority area 	D Rees	March 14	<ul style="list-style-type: none"> • Some work has been carried out in Finance on reviewing the grants management Accounting Instruction. It is expected that the work on this system will be completed by the end of the 14/15 financial year. 	Green