

Action Plan to respond to the findings and recommendations made from the Independent, External Review

Ref	Recommendations Made	Actions	Accountability	Timescale	Progress as at 9 th November 2021
1	<p><u>Allt Y Grug Cemetery and the Highways and Engineering Works Programme</u></p> <p>Develop a comprehensive transparent evidence-based prioritisation matrix based on agreed, objective criteria against which all competing projects can be compared, and decisions regarding their adoption or rejection clearly demonstrated. It is for the Council to determine the criteria for inclusion or non-inclusion (for example in the case of emergencies and the exercising of judgement by officers) of projects within this process along with the judgement criteria upon which decisions are made.</p>	<p>A revised decision making procedure to be developed for capital works which sets out how works will be prioritised within available budgets.</p> <p>A written protocol to be developed setting out how decisions to undertake capital works will be taken, including the arrangements that will apply in the case of urgent works.</p>	Director of Finance and Corporate Services to develop the revised procedure and protocol for subsequent consideration by the Cabinet	30th September 2021	Report prepared for consideration by the Cabinet 15 th December 2021.
2	Develop a Terms of Reference for the CPSG that clearly defines their purpose and delineates their role in the governance and decision-making process.	Terms of reference to be drawn up with a clear line of reporting of the CPS Group to the Corporate Directors Group	Head of Finance	31 st July 2021	Terms of reference prepared and to be included with report to Cabinet on 15 th December 2021 for information

3	<p>It is for the Council to determine the extent to which formal reports are required taking into account the scale of the project.</p>	<p>See first set of actions above</p>			
4	<p>Ensure that the reasons for decisions are recorded in the minutes of meetings.</p>	<p>Terms of reference for the Capital Programme Steering Group to set out requirements in terms of minutes.</p>			<p>Minute taking practice amended – action complete</p>
5	<p>It is the view of the authors that this report and all the documentation that formed the evidence base should be forwarded to the Ombudsman to assist in his determination.</p> <p>The Auditor General has indicated that he does not feel it necessary to undertake specific audit work in respect of the areas reported on, at the present time. He has noted that there are procedural and governance matters that the Council needs to address. He has asked for sight of the action plan and suggested that the Internal Audit Service follows up with some assurance work in due course when any changes have had time to bed in.</p> <p>When the Public Services Ombudsman’s work is complete, the Auditor General will consider whether his findings identify any issues which are relevant to the Auditor General’s audit responsibilities and need audit examination.</p>	<p>All documentation together with the final review report have been shared by the Public Services Ombudsman and the Auditor General</p>	<p>Chief Executive</p>	<p>Completed</p>	<p>N/A</p> <p>Action plan provided to the Auditor General and Internal Audit Service has made provision within its forward plan to take regular assurance that the agreed improvements are being implemented – action complete</p> <p>The Auditor General determined that no further work was needed at this time following the closure of</p>

					the PSO investigation – action complete.
6	<p><u>School Reorganisation</u></p> <p>While the Council can take overall assurance regarding its systems and processes it does need to ensure that: meetings where decisions are made, which have a significant impact on local citizens, are accurately recorded in the interests of openness and transparency</p>	<p>Terms of reference for the Cabinet Members’ Briefing meetings will be refreshed.</p> <p>Guidance supported with refresher training will be put in place to govern the interface between officers and members of the Executive to ensure the effective operation of the Member-Officer Protocol contained within the Constitution and to demonstrate that relationships are open and transparent</p> <p>Further advice to be commissioned to inform consideration of options to mitigate the risk identified at the Godre’r Graig School site to be commissioned</p>	<p>Chief Executive</p> <p>Chief Executive</p> <p>Head of Engineering and Highways</p>	<p>Completed</p> <p>1st July 2021</p> <p>Completed</p>	<p>Action complete</p> <p>Guidance governing the relationship between the Leader/Deputy leader Office and the Chief Executive’s Office has been established. Refresher training is scheduled for all Members. Officer training has been completed</p> <p>Streetscene and Engineering Cabinet Board approved recommendations to commission further specialist advice 21st May 2021. The advice</p>

					has now been received and published and a further report to the Streetscene and Engineering Cabinet Board is to be made prior to the end of 2021 recommending a course of action to deal with the risk represented by the tip.
7	<p><u>Cefn Coed Museum</u></p> <p>The Council needs to: Ensure that decisions to commit public funds, and the rationale for those decisions, are accurately recorded.</p>	<p>Officer and Member refresher training to be delivered</p> <p>Position statement to be prepared and reported to the Cabinet and associated scrutiny committees</p>	<p>Head of Legal and Democratic Services</p> <p>Director of Education, Leisure and Lifelong Learning and Head of Property and Regeneration</p>	<p>31st October 2021</p> <p>Completed</p>	<p>Officer training completed. Member training is scheduled.</p> <p>Position statement considered by joint meeting of the Cabinet, Regeneration and Sustainable Development and the Education, Skills and Culture Scrutiny Committees 2nd June 2021 – action complete</p>
8	<p>It is the view of the authors that this report and all the documentation that formed the evidence base should, if required, be forwarded to the Ombudsman to assist in his deliberations.</p>	<p>The documentation and the final review report has been shared with the Public Services</p>	<p>Chief Executive</p>	<p>Completed</p>	<p>See feedback from the Auditor General and PSO provided above.</p>

		Ombudsman and the Auditor General			
9	<p>Member- Officer Relations</p> <p>An important element of the investigation brief was to examine the member/officer protocol which forms part of the Authority's constitution. The protocol follows a standard format and contains all the elements that would be expected. In that sense it is clearly fit for purpose. As with all such protocols it is behaviour dependent and relies on all parties being aware of its specific content and embedding the principles in day-to-day activity. The Authority has undertaken member training as would be expected and is undertaking refresher awareness training in line with good practice.</p>	<p>Refresher training for Members and Officers will be established</p> <p>The Internal Audit Service will make provision for auditing the operation of revised governance arrangements in the annual Internal Audit Service programme.</p>	<p>Head of Legal and Democratic Services</p> <p>Chief Internal Auditor</p>	<p>31st October 2021</p> <p>From October 2021</p>	<p>Officer training has been completed. Member training is scheduled.</p> <p>Provision has been made in the Internal Audit Service forward plan to test and take assurance that identified improvements have been implemented</p>
10	<p>Implementation, Evaluation and Review</p> <p>The Auditor General has recommended that the Internal Audit Service be asked to follow up the implementation of this action plan with some assurance work when changes have had time to bed in.</p>	<p>The Internal Audit Service to periodically audit the implementation of this action plan and the operation of the revised governance arrangements that arise from this action plan.</p>	<p>Chief Internal Auditor</p>	<p>From October 2021</p>	<p>The Governance and Audit Committee receives details of the assurances taken by the Internal Audit Service and are therefore well placed to maintain an overview of the progress of this action plan and associated work.</p>

Action Plan Updated by: Chief Executive, November 2021