

ANNUAL GOVERNANCE STATEMENT 2007/08

ACTION PLAN for implementation in 2008/09 – Updated for Overview and Scrutiny 9 October 2008

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
Brought Forward	<p><u>Code of Conduct</u> A Code of Conduct for Members has been adopted and signed by all Members as a condition of office. A Code of Conduct for Officers is required.</p>	Code of Conduct for Officers to be introduced following publication of the national code.	Monitoring Officer	1/10/08	Management Review now “practically” complete- can now move forward in earnest to achieve what is now a demanding target. Given the amount of consultation needed with CMT, Heads of Service and UNISON it may not be possible to implement before 01/10/08. Suggest revised target date of 31/03/09.
Brought Forward	<p><u>Health and Safety</u> The Council has a corporate Health and Safety Policy that was adopted in 2000. This now needs reviewing.</p>	Review Health and Safety Policy and publish on internet and included in training systems.	Head of Organisational Development	30/09/08	Notwithstanding further staffing changes revised Policy Considered by Policy and Resources committee 2 October 2008.
New 2007/08	<p><u>Partnerships</u> The Council will need to establish sound governance arrangements for its significant partnerships.</p>	<p>Identify significant partnerships and establish appropriate governance arrangements relevant to each. Partnerships will include: -</p> <ul style="list-style-type: none"> ▪ Community Leisure Ltd ▪ Moors & Coast Tourism ▪ Ryedale Strategic Partnership ▪ Concessionary Fares ▪ Building Control ▪ North Yorkshire Audit Partnership ▪ Safer Ryedale • North Yorkshire Waste 	Head of Transformation	31/3/09	<p>The NYAP has recently completed an audit of partnerships. The outcomes are all concerned with improving the Councils governance arrangements in relation to partnerships and include the following: <u>Partnerships Code of Practice</u> To be included in the Authority’s Rules of Procedure</p> <ul style="list-style-type: none"> • a partnership register, identifying the nature/type of the partnership, the lead/accountable body, RDC’s representation on it, the reporting and performance management arrangements and any resources

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		Partnership			<p>involved;</p> <ul style="list-style-type: none"> • the minimum requirements of any formal agreement drawn up; • the assessment process for deciding whether a new partnership is required; • the processes for monitoring and evaluating partnerships; • the processes for identifying the main risks, including legal and financial, for a partnership; • the partnership termination process, including resource allocation details. <p><u>New Partnership Toolkit</u> For officers and members in considering the establishment of a new partnership</p> <p><u>Assessment of significance of a proposed partnership</u> A 'scorecard' to assess the significance of a proposed partnership, including cost implications.</p> <p><u>Performance Management of Partnerships</u> Covalent will include the performance management of the Councils significant partnership. It will also include the risk registers which are also to be developed for each of these. Timescale completion by March 2009 Risk registers for significant partnerships to be reported to O&S in December 2008.</p>
New 2007/2008	<p><u>Major Capital Projects</u> The Council will need to manage its involvement with its planned capital projects.</p>	Ensure appropriate representation on Major Capital project Steering Groups, member champions	Corporate Director (s151)	Ongoing	Officer Lead and Member Champion already established for Malton School Capital Grant.

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		where appropriate and use of project Management documentation.			
New 2007/2008	<u>Service Continuity Planning</u> Preparation and approval of Corporate service continuity plan.	Finalising plan and approval by members. Desk top testing of plan, training for senior officers	Head of Resources	31/12/08	Individual service plans have been completed and a draft Corporate plan has been produced. Discussions with risk Management Partners on use of risk management days included within insurance tender.
New 2007/2008	<u>Risk Management</u> Embedding of Risk Management to Service delivery and planning and to ensure integration with other polices of Council	Each Head of Service to annually complete service specific Risk Register with their managers and present to Overview and Scrutiny (audit Committee part).	Corporate Director (s151)	Ongoing	Risk registers are being produced for all services.
New 2007/08	<u>Asset Management</u> The Audit Commission KLOE for Use of Resources Action Plan for 2008 notes that the Council approach to Asset Management did not reach level 3 assessment. Level 3 requires that the Council maintain an effective asset register.	That the software bought to assist with asset management be installed and commissioned as a priority.	Head of Resources	Installed by 30/09/08 and fully functional by 31/12/08	The asset register exists in hard copy format and work is on-going in transferring this to the electronic version. All records to be populated by 31 March 2009.

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New 2007/2008	<u>Community Leisure Ltd</u> Council is in interim 2 year agreement with CLL expiring September 09. Decisions around future service provision and procurement required.	Task group review summer 2008 to identify whether formal procurement or new agreement. Overview and Scrutiny requested to undertake this work.	Head of Environmental Services	30/9/08	Issue referred to task group from CLL working group, work ongoing.