ANNUAL GOVERNANCE STATEMENT 2009/10

ACTION PLAN for implementation in 2010/11

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
Brought Forward From 2007/2008 Action Plan	Code of Conduct 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.	Code of Conduct for Officers to be introduced following publication of the national code. Further report to be considered by Overview and scrutiny on 2 July to consider this issue.	Monitoring Officer	1/10/08 to be revised at 2/7/09 meeting of committee.	National Code for members now published, but National Code for Officers still outstanding. The current Officer code (RDC) is accessible on the Intranet and was revised in Oct 2005. Due to uncertainty a bespoke RDC version is required and will be drafted. *Oct 2009 ~ it is anticipated that a draft code of conduct for Officers will be presented to P&R committee in Dec 2009.* *Feb 2010: - This has been deferred and a revised target date is 30/6/2010* *June 2010 ~ completed*
Brought Forward From 2007/2008 Action Plan	Partnerships The Council will need to establish sound governance arrangements for its significant partnerships.	Identify significant partnerships and establish appropriate governance arrangements relevant to each. Partnership Governance protocol to be considered by Overview and Scrutiny Committee on 6 August 2009	Head of Transformation	31/12/08 Protocol 6/8/09 Review ongoing thereafter	The Use of Resources assessment requires Governance arrangements to be reviewed. Outcome will be reported to Overview and Scrutiny. *Oct 2009 ~ Completed*

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Brought Forward From 2008/2009 Action Plan	Asset Management The Audit Commission KloE for UoR Action Plan 2008 notes that the Council' approach to Asset Management did not reach level 3 assessment. (Level 3 requires that the council maintains an effective asset register.).	That the software bought to assist with asset management be installed and commissioned as a priority.	Head of Resources	Fully functional by 31/12/09	Progress is being made towards populating the estates management system. *Oct 2009 ~ the locally designed spreadsheet to manage assets is said to be operational.* *The estates management software (a module of Uniform) has not been populated, and the date for that to be complete is suggested to be 30/6/2010.* *Feb 2010 ~ work continues to achieve this target date.* *June 2010 ~ Due to extreme difficulties populating Uniform this format has not been used to store property management information. A bespoke spreadsheet has been developed internally in liaison with internal audit and information is currently being installed. The completion date has been put back to 30 September.*
~~Brought Forward From 2008/09~~	~~There are some significant weaknesses in budgetary management. (Identified through good budgetary control framework.)~~	~~Review is being undertaken of the specific budget areas, with remedial action as necessary~~	~~Corporate Director (S151)~~ ~~Head of Environmental Services~~	~~To be completed by 30/9/2009~~	~~Review part complete~~ ~~*Feb 2010 ~ work continues*~~ ~~*June 2010 ~ complete*~~

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~~Brought Forward From 2008/09~~	~~There are some weaknesses in the tendering process for maintenance and small capital projects.~~	~~Review is being undertaken of the specific contracting areas, with remedial action as necessary~~	~~Corporate Director (S151) Head of Environmental Services~~	~~To be completed by 30/9/2009~~	~~Review part complete~~ *~~Feb 2010 ~ work continues~~* *~~June 2010 ~ complete~~*
Brought Forward From 2008/09	The role and responsibilities of member champions are not established within the Council	Review to be undertaken setting out necessary information for member champions and officer leads.	Head of Transformation	To be completed by 30/9/2009	*Oct 2009 ~ Generic Job Descriptions in place.* *Following review by Heads of Service, the role of each member champion is being developed. These expect to be finalised by March 2010.* *Feb 2010 ~ work continues to achieve this target date.* *June 2010 ~ All lead officers now liaising regularly with their respective member champions as appropriate to the area being championed. New member champions appointed at full council in May 2010. Job Description and list of lead officers to be circulated to all member champions. Lead officers making contact with their champions directly.*
~~Brought Forward From 2008/09~~	~~There have been significant changes to the constitution in 2008/2009 and further member and officer training is required.~~	~~Training and member briefing to take place. Ongoing training as further changes are made.~~	~~Chief Executive Monitoring Officer~~	~~To be completed by 30/9/2009~~	*~~Oct 2009 ~ member briefing on the role of O&S ctte has taken place.~~* *~~The Council has embarked on a series of Leadership training~~*

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					modules for the service unit managers, and Heads of Service, which should lead to a better understanding of the Constitution. *Human Resources team are planning a series of training sessions for this group to cover core issues and skills around the basic operation of the council, including Risk management; Procurement, and these should link into the Constitution.* *Feb 2010 ~ work continues and training sessions have been arranged and delivered to achieve this target date.* *June 2010 ~ complete*
~~Brought Forward From 2008/09~~	~~Whilst member training is provided a more structured programme is required~~	~~Member training Plan to be agreed~~	~~Head of Organisational Development~~	~~To be completed by 30/9/2009~~	~~Plan in outline produced~~ *Oct 2009 ~ details are being consolidated, 1st meeting to discuss the programme has been held; 2nd to be held shortly, linking to use of the Charter Mark, and developing use of Covalent.* *Feb 2010 ~ largely completed, including application in Covalent; Practical rollout should commence 1/4/2010* *June 2010 ~complete*

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~~Brought Forward From 2008/09~~	~~The Council has a good record of achieving value for money, however more work is required to review high value services and high comparative cost services~~	~~Value for Money strategy to be taken to Policy and resources committee establishing a series of prioritised reviews~~	~~Corporate Director (s151)~~	~~Strategy by 31/7/09 reviews ongoing~~	~~Strategy to be considered by Policy Committee on 25 June 2009~~ *~~Feb 2010 ~ work continues~~* *~~June 2010 ~ complete~~*
Brought Forward From 2008/09	Corporate Business Continuity Plan (BCP) requires testing for resilience and further may be training required.	Use consultancy days from our insurers and specialist to ensure the plan is fit for purpose and appropriate staff have currency of knowledge.	Corporate Director (s151)	To be completed by 31/12/2009	*Feb 2010 ~ Obtaining advice and assistance from NYCC to finalise and test BCP.* *June 2010 ~ NYCC supplied with Council current situation awaiting feedback.*
New 2009/2010	Risk of compromise and weaknesses in operational systems as a consequence of reduced staffing over forthcoming years through downsizing as Government funding cuts made.	Where changes in staffing occur, that changes in operating arrangements are reviewed prior to reducing the controls. Internal audit are included in working groups reviewing operating systems and arrangements, including commissioning, partnership arrangements etc.	Corporate Director (s151) All Heads of Service	Continuing	
New 2009/2010	There are significant changes to IT systems supporting services planned over the forthcoming year and beyond. There is the risk that system controls will be compromised during this period.	All projects are run using established project management methodology. Internal audit will be involved in working groups as appropriate. System specifications ensure appropriate controls.	Corporate Director (s151) as chair of ICT Programme Board.	Continuing	