

ANNUAL GOVERNANCE STATEMENT 2007/08

ACTION PLAN for implementation in 2008/09

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
Brought Forward	<u>Corporate Governance</u> The Code of Corporate Governance needs to be reviewed and updated communication to the public and stakeholders needs to be improved.	The Code of Corporate Governance will be reviewed. Public and other stakeholders to be made aware by publishing Code on website.	Monitoring Officer Monitoring Officer	31/12/08 31/12/08	Work ongoing. Now that the National Members Code of Conduct has been published, those principles can be incorporated into the review of the Local Code of Corporate Governance. Once the senior management review is complete the code will be revised.
Brought forward	<u>Risk Management</u> The Council has embraced the identification and management of risk. However, there are still some issues relating to staff training and the Performance Management System that need to be addressed.	Extended member training will be delivered.	Corporate Director (s151)	30/9/08	The Audit Partnership is assisting the Council in its Risk Management work and this will continue in 2008/2009. Some member training for the Overview and Scrutiny Committee has been provided.
Brought Forward	<u>Gaps in assurance Process</u> Although many assurance sources have been determined and collated assurances from managers need to be identified.	Heads of Service to complete assurance statement each year.	Corporate Director (s151)	31/3/09	This will be included as part of the assurance process for 2008/2009 Annual Governance Statement.
Brought Forward	<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	Code of Conduct for Officers to be introduced following publication of the national code.	Monitoring Officer	1/10/08	National Code for members now published, but National Code for Officers still outstanding. The current Officer code (RDC) is accessible on the Intranet and

ANNUAL GOVERNANCE STATEMENT 2007/08

ACTION PLAN for implementation in 2008/09

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
	of Conduct for Officers is required.				was revised in Oct 2005. Due to uncertainty a bespoke RDC version is required and will be drafted.
Brought Forward	<u>Health and Safety</u> The Council has a corporate Health and Safety Policy that was adopted in 2000. This now needs reviewing.	Review Health and Safety Policy and publish on internet and included in training systems.	Head of Organisational Development	30/09/08	There have been historic difficulties with staffing in Health and Safety. Currently arrangements are in place to complete this project. A draft revised policy has been considered by CMT.
New 2007/08	<u>Partnerships</u> The Council will need to establish sound governance arrangements for its significant partnerships.	Identify significant partnerships and establish appropriate governance arrangements relevant to each. Partnerships will include: - ▪ Community Leisure Ltd ▪ Moors & Coast Tourism ▪ LSP/LAA ▪ Concessionary Fares ▪ Malton School (new sports facility)	Head of Transformation	31/3/08	The Use of Resources assessment requires Governance arrangements to be reviewed. Outcome will be reported to Overview and Scrutiny.
New 2007/2008	<u>Major Capital Projects</u> The Council will need to manage its involvement with its planned capital projects.	Ensure appropriate representation on Major Capital project Steering Groups, member champions where appropriate and use of project Management documentation.	Corporate Director (s151)	Ongoing	Officer Lead and Member Champion already established for Malton School Capital Grant.

ANNUAL GOVERNANCE STATEMENT 2007/08

ACTION PLAN for implementation in 2008/09

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
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. Zurich Municipal may be engaged to review Corporate plan prior to formal member approval.
New 2007/2008	<u>Risk Management</u> Embedding of Risk Management to Service delivery and planning and to ensure integration with other policies 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	The Auditors recognise this proposal as best practice.
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	Progress is being made towards populating the estates management system.
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.	Scrutiny Task group review summer 2008, procurement/ agreement revision thereafter	Head of Environmental Services	30/9/08	Overview and Scrutiny to consider issue July 2008.