ANNUAL GOVERNANCE STATEMENT 2007/08
ACTION PLAN for implementation in 2008/09 – Updated for Overview & Scrutiny 9 April 2009

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
Brought Forward	Corporate Governance 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	31/12/08	*Completed* ~ Code of Corporate Governance approved ~ Council March 2009 Still to go on the Council's website, work is in progress.
New 2007/2008	Procedures for ongoing review of the process against the Annual Governance Statement Action Plan require strengthen.	Update reports to be brought during the year – October and February Meetings.	Corporate Director (s151)	09/10/08 19/02/08 9th April 2009	This updated report fulfils this requirement.
Brought forward	Risk Management 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)	30/09/08	*Completed* ~ Member training delivered by NYAP and Corporate Director (s151) on 30/09/08.
Brought forward	Gaps in assurance Process 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)	31/03/09	This will be included as part of the assurance process for 2008/09 Annual Governance Statement. Audit manager obtaining assurance statements used by other authorities.

ANNUAL GOVERNANCE STATEMENT 2007/08
ACTION PLAN for implementation in 2008/09 – Updated for Overview & Scrutiny 9 April 2009

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
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 of Conduct for Officers is required.	Code of Conduct for Officers to be introduced following publication of the national code. This is still outstanding from CLG.	Monitoring Officer	1/10/08 Revised to 30/9/09	Management Review now completed – can now move forward in earnest to achieve what is now a demanding target. No 'model code issued from CLG, therefore it seems increasingly realistic that we shall have to prepare our own. 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. Further revision to 30/09/09
Brought forward	<u>Health & Safety</u> The Council has a corporate Health & Safety Policy that was adopted in 2000. This now needs reviewing.	Review Health & Safety Policy and publish on intranet and included in training systems.	Head of Resources ~ Head of Service ~ xxxxx	30/09/08	*Completed* ~ Not withstanding further staffing changes revised Policy considered by Policy & Resources Committee 2 October 2008.
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	Head of Transformation	31/03/09	Internal Audit (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:

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
		• Moors & Coast Tourism • Ryedale Strategic Partnership • Concessionary Fares • Building Control • North Yorkshire Audit Partnership • Safer Ryedale • North Yorkshire Waste Partnership			<u>Partnerships Code of Practice</u> To be included in the Authority's Rules of Procedure. • 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 involved: • The minimum requirements of any formal agreement drawn up: • The assessment process for deciding whether a new partnership is required: • A process for identifying the main risks, including legal and financial, for a partnership; • The partnership termination process, including resource allocation details. <u>New Partnership Toolkit</u>

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
					For officers and members in considering the establishment of a new partnership. <u>Assessment of significance of a proposed partnership</u> A 'scorecard' to assess the significance of a proposed partnership, including cost implications. <u>Performance Management of Partnerships</u> Covalent will include the performance management of the Council's significant partnership. It will also include the risk registers, which are also to be developed for each of these. Timescales for completion by March 2009 Risk registers for significant partnerships to be reported to O&S in December 2008.
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 documentation.	Corporate Director (s151)	Continuing	*Completed* ~ Officer lead & Member Champion already established for Malton School Capital Grant.

ANNUAL GOVERNANCE STATEMENT 2007/08
ACTION PLAN for implementation in 2008/09 – Updated for Overview & Scrutiny 9 April 2009

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
New 2007/2008	Service Continuity Planning Preparation and approval of Corporate Service continuity plan.	Finalising plan and approved by Members. Desktop testing of plan training for Senior Officers.	Head of Resources	31/12/08	*Completed* ~ 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	Risk Management 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 & Scrutiny (audit Committee part).	Corporate Director (s151)	Ongoing	*Completed* ~ Risk Registers are being produced for all services.
New 2007/2008	Asset Management 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 brought to assist with asset management be installed and commission 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. No real progress, CAPS software considered complex for the portfolio Ryedale has. Currently being transferred to a spreadsheet, due to be completed Q1 2009/10. Revised date for this 30/06/09; Implementation of the CAPS software not currently scheduled.

ANNUAL GOVERNANCE STATEMENT 2007/08
ACTION PLAN for implementation in 2008/09 – Updated for Overview & Scrutiny 9 April 2009

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
New 2007/08	Community Leisure Ltd Council is in interim 2-year agreement with CLL expiring September 2009. Decisions around the 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	30/09/08	*Completed* ~ Issue referred to task group from CLL working group, work led to full review April 2009.