

## ANNUAL GOVERNANCE STATEMENT 2008/09

### ACTION PLAN for implementation in 2009/10

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
Brought Forward From 2007/2008 Action Plan	<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.  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.
Brought Forward From 2007/2008 Action Plan	<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.  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.
Brought Forward From 2007/2008 Action Plan	<u>Asset Management</u> 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.

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New 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
New 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
New 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	
New 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	
New 2008/2009	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
New	The Council has a good record of achieving value for	Value for Money strategy to be taken to Policy and resources	Corporate Director (s151)	Strategy by 31/7/09	Strategy to be considered by Policy Committee on 25 June

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2008/2009	money, however more work is required to review high value services and high comparative cost services	committee establishing a series of prioritised reviews		reviews ongoing	2009
New 2008/2009	Corporate Business Continuity Plan 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	