

Corporate Governance Action Plan 2019-2020

CIPFA Principle	Specific focus for 2019-20	Action	Timescales	Officer lead	Governance oversight body	Progress as at September 2019
A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	Ensure that Council's overarching legal duties are embedded into daily service delivery	"Mystery shopping" exercise to sample compliance with key legal duties (GDPR, Equality Act, best value, Modern Slavery, transparency duties, consultation etc)	Report back result of first exercise December 2019	Sian Stroud	Audit & Governance Committee	<p>1. Draft Equality Policy, Action Plan and published annual data being reviewed by Corporate Management Team on 30 September.</p> <p>2. Corporate approach to Modern Slavery being reviewed by Corporate Management Team on 30 September.</p> <p>3. Checklists for "mystery shopping" audits on general duties being developed</p>
B: Ensuring openness and comprehensive stakeholder engagements	Ensure that Council has clearly identified its stakeholder and mapped resource to engage at the right levels	Complete and implement the Stakeholder Management Plan	Embed the Stakeholder Management Plan into daily service delivery March 2020. Provide assurance via Internal Audit.	David Sutton	Corporate Leadership Team	Stakeholder management plan considered by Corporate Leadership Team in June and is currently being finalised. List of key stakeholders being confirmed by service areas.

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C: Defining outcomes in terms of sustainable economic, social and environmental benefits	<p>Ensure that approach to procurement reflects the Council's spending power in the local economy while also securing best value and meeting Council objectives</p>	<p>Develop overarching Procurement Strategy to complement the existing Procurement Code</p>	<p>Procurement Strategy approved by Policy & Resources Committee March 2020</p>	<p>Mark Baldwin</p>	<p>Policy & Resources Committee</p>	<p>Draft Procurement Strategy being developed. Will need to include contributions from new sustainability officer and take account of July Council motions on carbon neutral and climate emergency.</p>
D: Determining the interventions necessary to optimise the achievement of the intended outcomes	<p>Ensure that Council appointments to outside bodies are given clear terms of remit so that Council objectives can be achieved</p>	<p>Develop a toolkit for Members and Officers on Outside Bodies to ensure that Council influence is maximised and appointees are clear on role, responsibilities and fiduciary and legal duties.</p>	<p>Toolkit approved by Standards Committee March 2020</p>	<p>Sian Stroud</p>	<p>Standards Committee</p>	<p>First trawl of useful material completed and scope of toolkit developed.</p>

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<p>E: Developing the Council's capacity, including the capability of its leadership and the individuals within it</p>	<p>Ensure that Council training programmes promote corporate governance standards</p>	<p>Refresh Member training programme to include training on Standards, Governance & Response to Civil Emergencies</p> <p>Deliver officer training on effective report writing</p>	<p>Develop and deliver training programmes throughout 2019/2020</p>	<p>Sian Stroud</p>	<p>Standards Committee</p>	<p>New member induction has been delivered.</p> <p>Training on treasury management has been delivered. Annual training programme still to be developed.</p> <p>Three lunchtime training sessions on report writing for officers are being held in September.</p>
<p>F: Managing risks and performance through robust internal control and strong public financial management</p>	<p>Ensure that premises health and safety risks are fully managed now that Property Services function has come back in house</p>	<p>Develop policy framework to manage premises risk and compliance</p>	<p>Policy framework approved by Policy & Resources Committee March 2020</p>	<p>Kevin Moore</p>	<p>Policy & Resources Committee</p>	<p>New Corporate Health and Safety Manager appointed in June. Currently developing the policy framework and identifying the gaps.</p> <p>At the operational level, the Property and Assets team is actively working through the fire and water risk assessments and electrical, gas and asbestos surveys to identify remedial actions for each building and is managing a schedule of prioritised work to contractors.</p>

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						<p>This is being monitored monthly by Corporate Leadership Team.</p> <p>This is being supported by the development of procedures and training around the management of premises risks, by the Corporate Health & Safety Officer. Progress on these objectives is being monitored by the Health & Safety Risk Management Group.</p>
<p>G: Implementing good practices in transparency, reporting and audit to deliver effective accountability</p>	<p>Ensure that draft Committee reports include timely and appropriate consultation and that published reports are fully accessible electronically</p>	<p>Roll out full functionality of the Modern.Gov software giving electronic access to internal drafts of reports and an app for access to published reports</p>	<p>Embed software and new ways of working embedded by March 2020</p>	<p>Sian Stroud</p>	<p>Corporate Leadership Team</p>	<p>Members' preferences for electronic or paper media will be surveyed as part of annual corporate governance survey before end of September.</p> <p>The Modern.Gov app will be purchased in this quarter so that electronic access to all committee papers can be provided.</p> <p>Rollout of Microsoft Office 365 for emails and electronic document sharing is planned for early 2020.</p>