

## DRAFT ANNUAL GOVERNANCE STATEMENT 2016-17 ACTION PLAN -UPDATE

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline	Update
1.	<u>Implement on-going actions from previous Action Plans</u>	<p>To communicate and raise staff awareness of information management policies and implement a programme of refresher training on information security/data protection for staff and members.</p> <p>Continue to take a proactive approach to counter fraud and whistle blowing, promoting the Council's policies and focussing internal audit activity on areas of high risk.</p>	<p>Information Management Group/CO:HR</p> <p>Head of Audit and Risk Management/ Borough Treasurer/ Borough Solicitor</p>	<p>31 March 2017</p> <p>31 March 2017</p>	<p>Ongoing programme of communications and training throughout 2016/17</p> <p>A programme of Counter Fraud training commenced in 2016/17 with training sessions being provided in Adult Social Care, Health and Housing and Environment, Culture and Communities. Further training for Corporate Services and Children, Young People and Learning is budgeted for in the 2017/18 Internal Audit Plan approved in March. In addition to internal audit focus on high risk areas such as cash income and expenses, proactive fraud reviews were carried out during 2016/17 on</p>

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline	Update
		Keep Corporate Business Continuity Management Plan updated and communicate this cross Council and include testing of Disaster Recovery plan.	Borough Treasurer and Emergency Planning Officer	31 March 2017	<p>procurement, declarations of interest and domiciliary care providers and internal audit continued to promote completion of the fraud health checklist for schools. A revised Anti Fraud Policy and Anti Bribery Policy are currently in draft awaiting approval.</p> <p>The corporate BC plan (dated August 2014) requires review every 3yrs or following an incident or significant organisational change. It is next due for review in 2017. The Emergency Planning Service function is due to move into a shared service in 2017. This action will therefore be monitored to ensure completion.</p>
	<u>Review Standards Framework</u>	Review of Standards Framework by Standards Framework Working Group to include procedure for dealing with complaints, role of standards committee	Borough Solicitor	December 2016	Review undertaken and changes to Standards Framework adopted by Council on 30 November 2016

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline	Update
		and sanctions			
3.	<u>Review Scheme of Delegation</u>	To review delegations relating to Property transactions and other delegations	Borough Solicitor	January 2017	Changes to Chief Officer: Property and Chief Officer; Planning and Countryside delegations approved by Council in April 2017.