

ANNUAL GOVERNANCE STATEMENT 2010-11 ACTION PLAN

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline
1	<p><u>Risk Management</u></p> <p>Evidence of risk identification and mitigating action is not clearly documented at all operational service levels. During 2010/11, further steps will be taken to embed a culture of risk management within the Council.</p>	<p>It is intended that risk management arrangements be reviewed during 2010/11 as part of the implementation of the risk elements of PARIS to address any weaknesses and ensure that steps are take to further embed risk management.</p>	<p>Head of Audit and Risk Management</p>	<p>31/3/2011</p>
2	<p><u>Procurement</u></p> <p>The Council recognises the importance of procurement in achieving reductions in public spending and the efficient delivery of services. Significant improvements have been made in the last two years to internal arrangements, with progress closely monitored by CMT and members. In a period of great pressure upon</p>	<p>The Council will continue to monitor procurement within the Council closely over the coming year.</p>	<p>CMT</p>	<p>31/3/2011</p>

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	Council resources procurement arrangements should be reviewed in order to provide the optimum structure for effective procurement to secure value for money.			
3	<p><u>Local Code of Governance</u></p> <p>A Local Code of Governance was approved by Council in January 2009. However, there is no clear evidence of actions taken to raise its profile or ensure that the governance arrangements in place.</p> <p>The Council's Constitution is regularly updated, however, action to raise awareness of its contents during 2009/10 was limited.</p>	<p>1) To review and ensure the Local Code of Governance is up-to-date.</p> <p>2) Implement a strategy for communicating the Code to appropriate staff (and Members).</p> <p>3) Governance and Audit Committee to consider and review the effectiveness of the Local Code of Governance</p> <p>4) Take steps to raise the profile of the contents of the Council's Constitution to appropriate staff.</p>	Borough Solicitor	<p>31/10/2010</p> <p>31/10/2010</p> <p>31/1/2011</p> <p>31/3/2011</p>

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4	<p><u>Financial Management Arrangements</u></p> <p>The recent CIPFA/SOLACE Guidance; Application Note to Deliver Good Governance in Local Government: a Framework (March 2010) recommends that an Annual Governance Statement include an assessment as to whether the authorities financial management arrangements conform with the governance requirements of the CIPFA Statement of the Role of the Chief Financial Officer in Local Government (2010) and, if not, explain why and how they deliver the same impact.</p>	<p>Review current arrangements within the Council and produce a Report for consideration by the Governance and Audit Committee</p>	<p>Borough Treasurer</p>	<p>31/10/2010</p>

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5	<p><u>Counter Fraud and Whistleblowing</u></p> <p>Although the Council has a Fraud and Corruption Policy it does not have a Counter Fraud Strategy as required by Use of Resources Key Line of Enquiry 2.4. Also, the Council should put in place an Anti-Money Laundering Policy. The Council has a Whistleblowing Policy and Procedure in place. However, action to raise awareness of this important policy during 2009/10 was limited.</p>	1) Secure approval to a Counter Fraud Strategy	Head of Audit and Risk Management	31/8/2010
		2) Complete a Fraud and Loss Risk Assessment.	As above	30/9/2010
		3) Carry out staff awareness sessions as appropriate in relation to the Council's Counter Fraud Strategy.	Head of Audit and Risk Management	31/10/2010
		4) Implement a Council wide Money Laundering Policy.	Borough Treasurer	30/11/2010
		5) Take the opportunity while raising the profile of the Council's Counter Fraud arrangements to also draw attention to the Whistleblowing Policy.	As above	31/10/2010
		6) Review Council's procurement procedures in light of counter fraud considerations; eg review Procurement Manual and Contract Standing Orders.	Chief Finance Officer & Assistant Borough Solicitor non-contentious	31/10/2010

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6	<p><u>Monitoring Legislative Change</u></p> <p>The Legal Services team currently update and liaise with Directors on an ad-hoc basis in relation to new legislation. It would benefit the Council if Departments expectations of legal services were ascertained and arrangements in relation to this agreed.</p>	<p>Following discussion between the Borough Solicitor and the Directors a procedure which clarifies the position in relation to identifying and advising on new legislation will be agreed.</p>	<p>Borough Solicitor and Directors</p>	<p>30/09/2010</p>
7	<p><u>Ethics Training for Officers</u></p> <p>During 2009/10 the Council provided a session of ethics training for Officers. Training on this topic should continue during 2010/11.</p>	<p>Continue delivery of ethics training for officers.</p>	<p>Borough Solicitor</p>	<p>30/11/2010</p>

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8	<p><u>Raise awareness of Data Protection and Freedom of Information in Schools</u></p> <p>The Council is the Local Education Authority and currently provides a legal service, including data protection and Freedom of Information advice, to Schools on request. It is recognised that schools may benefit from awareness raising and the Council propose to address this during 2010/11.</p>	1) Consider most appropriate method of awareness raising and implement.	Director of Children Young People and Learning and Borough Solicitor	30/09/2010
		2) Contact all schools and provide them with information to assist in raising awareness of Data Protection and Freedom of Information.		30/09/2010
		3) Provide Schools with useful information on Data Protection and Freedom of Information via the Council's Information Management Hub.		31/10/2010