

## ANNUAL GOVERNANCE STATEMENT 2011-12 ACTION PLAN

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline
1	<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 three years to internal arrangements, with progress closely monitored by CMT and members.</p> <p>In a period of great pressure upon Council resources procurement arrangements should continue to be reviewed in order to provide the optimum structure for effective procurement to secure value for money. This should be done in light of the IESE (Improvement and Efficiency South East) Report</p>	<p>The Council will continue to monitor procurement within the Council closely over the coming year.</p>	CMT	31/3/2012
		<p>Review the Council's Contract Standing Orders and Procurement Manual in light of the Localism Bill (once enacted) and the ISIE Report</p>	<p>Assistant Borough Solicitor; Non-contentious team and Borough Treasurer</p>	31/03/2012

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2	<p><u>Council Constitution and Local Code of Governance</u></p> <p>Amendments to the Local Code of Governance was approved by Council in January 2011. However, the Localism Bill, when enacted will make significant changes to a number of governance topics and the Code should be updated accordingly.</p>	1) Review the Constitution (to include executive arrangements and ethical framework for councillors) and Local Code of Governance in light of the Localism Bill once enacted.	Borough Solicitor	31/3/2012
		2) Implement a strategy for communicating the updated Code to appropriate staff (and Members).		31/3/2012
		2) 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	31/10/2011
3	<p><u>Ethics Training for Officers</u></p> <p>During 2010/11 the Council provided a session of ethics training for Officers. Training on this topic should continue during 2011/12.</p>	Continue delivery of ethics training for officers.	Borough Solicitor	31/3/2012

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4	<p><u>Business Continuity Plans</u></p> <p>The Council's business continuity processes were developed in xxxx. These arrangements are now due for review to ensure they are still appropriate for ensuring continuity of operations for the Council's current structure and objectives and that they adequately address the business continuity risks identified in the Strategic Risk Register.</p>	1) Complete business impact assessments for critical areas and update directorate plans.	Directors	31/12/2011
		2) Update council wide business continuity plan	Emergency Planning Officer	31/3/2012