

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>Complete</p> <p>5.12.11 – Borough Treasurer is satisfied this occurs, he reports annually.</p> <p>Should continue so take forward to 2012/13 Action Plan.</p>
		<p>Review the Council's Contract Standing Orders and Procurement Manual in light of the Localism Bill (once enacted) and the IESE Report.</p>	<p>Assistant Borough Solicitor; Non-contentious team and Borough Treasurer</p>	31/03/2012	<p>Complete</p> <p>11.5.2012 – Report on Category Management to be considered at March's Governance and Audit Committee.</p> <p>Borough Solicitor; no amendments are required in light of the Localism Act.</p>

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline	
<u>2</u>	<u>Council Constitution and Local Code of Governance</u> 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.	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	13.2.12 – Update: Members working group set up. 11.5.12- Amendments regarding Standards Committee completed. Further amendments may be necessary regarding Executive arrangements; Add to 2012/13 Action Plan.
		2) Implement a strategy for communicating the updated Code to appropriate staff (and Members).		31/3/2012	
		3) 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	Complete 5.12.11 – Borough Treasurer, Head of Audit and Risk Management, Head of Procurement agree that no amendments are necessary.

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline	
<u>3</u>	<u>Ethics Training for Officers</u> During 2010/11 the Council provided a session of ethics training for Officers. Training on this topic should continue during 2011/12.	Continue delivery of ethics training for officers.	Borough Solicitor	31/3/2012	Complete 5.12.11 – Chief Executives Dept received training. All departments have now received training.
<u>4</u>	<u>Business Continuity Plans</u> The Council's business continuity processes are 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.	1) Complete business impact assessments for critical areas and update directorate plans.	Directors	31/12/2011	Complete
		2) Update council wide business continuity plan	Emergency Planning Officer	31/3/2012	Part complete Including testing and implementation into 2012/13 Action Plan.