

ANNUAL GOVERNANCE STATEMENT 2013-14 ACTION PLAN

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline
1	<p><u>Planning Protocol for Members</u></p> <p>The existing Planning Protocol for Members was put in place shortly after the Local Government reorganisation. Since then, case law has developed and the Localism Act 2011 includes a section of pre-determination.</p>	<p>Prepare a revised Planning Protocol for Members.</p>	<p>Borough Solicitor and Chief Officer; Planning and Transportation.</p>	<p>1 November 2013</p>
2	<p><u>Gifts and Hospitality Register</u></p> <p>The Gifts and Hospitality section of the Employee Code of Conduct may need to be reviewed in light of the outcome of any alteration to the Members Code of Conduct regarding the threshold for Members to register gifts/hospitality.</p>	<p>Update Gifts and Hospitality Section of Employee Code of Conduct.</p> <hr/> <p>Raise awareness of requirements regarding the Gifts and Hospitality Register.</p>	<p>Borough Solicitor</p>	<p>December 2013</p>

3	<u>Data Protection and Information Security Training for Officers</u> Given the volume and nature of the personal information the Council holds and the large fines which have been imposed by the Information Commissioner on other organisation, the Council should ensure that the mandatory training programme it has approved is implemented and all staff are appropriately trained.	Implement the mandatory training policy as approved by CMT.	Chief Officer; Human Resources	31 March 2014
		Monitor attendance at training to ensure officers are appropriately trained.	Directors	31 January 2013
4	<u>Information Management Policies</u> The Council has a number of information management policies which should be effectively communicated to staff. Some of these policies will be reviewed during 2013/14.	To communicate and raise staff awareness of information management policies.	Information Management Group	31 March 2014
5	<u>Implement the ongoing actions in the 2012/13 Action Plan</u> The Council should implement the actions identified in the 2012/13 Action Plan as ongoing. This includes keeping the Financial Regulations under review, continuing to take a proactive approach to counter fraud and whistle blowing and to continue to improve Business Continuity Plans.	Update Financial Regulations.	Borough Treasurer	31 March 2014
		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.	Head of Audit and Risk Management and Borough Treasurer	31 March 2014
		Keep Corporate Business Continuity Management Plan updated.	Borough Treasurer and Emergency Planning Officer	January 2014