ANNUAL GOVERNANCE STATEMENT 2012-13 IMPLIMENTATION OF ACTION PLAN

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline
1	<u>Governance</u> The Localism Act 2011 permits the Council to change to a non-Executive, Committee system of governance should it choose to do so.	Review whether or not the Council should retain the Executive model of governance.	Chief Executive	1 January 2013 **The Majority Group have introduced Portfolio Review Groups.**
2	<u>Members Code of Conduct</u> The Localism Act 2011 has removed the former legislative framework relating to Members Conduct and replaced it with a new structure. The Act provides that each Council must have a Code of Conduct but does not prescribe a form of the Code of Conduct.	Review and adopt a Code of Conduct. Raise awareness of new Code of Conduct	Borough Solicitor	1 November 2012 **Completed** As of April 2013, the plan for Training/awareness is in discussion.

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline
3	Planning Protocol for Members The existing Planning Protocol for Members was put in place shortly after the Local Government reorganisation. Since then, case law has significantly developed on the key issue of pre-determination. Also, the Localism Act 2011 includes a section on Pre-determination.	Prepare a revised Planning Protocol for Members	Borough Solicitor/Chief Officer; Planning and Transportation	1 November 2012 **In progress, to be carried forward into the 2013/14 Action Plan.**
4	Procurement 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 four years to internal arrangements, with progress closely monitored by CMT and members.	The Council will continue to monitor procurement within the Council closely over the coming year.	CMT	31 March 2013 **Complete.**
	In a period of great pressure upon Council resources procurement arrangements should be reviewed in order to provide the optimum structure for effective procurement to secure value for money this includes a review and assessment of whether award of contract can be expedited to ensure unnecessary bureaucracy in the process is eliminated.	Review and assess whether award of contract can be expedited to ensure unnecessary bureaucracy in the process is eliminated.	Borough Solicitor	31 December 2012 **Completed and ongoing.**

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline
5	Financial Regulations To ensure the Council's processes continue to be up-to-date and effective it should review its Financial Regulations.	Review Financial Regulations	Borough Treasurer	1 October 2012 **In progress, to be carried forward into the 2013/14 Action Plan.**
6	Anti-Fraud and Corruption Policy, Whistleblowing Policy and Anti-Money Laundering Policy Awareness raising on these topics should continue during 2012/13.	Continue awareness raising of these Policies.	Head of Audit and Risk Management	31 March 2013 Ongoing
7	Expenses Policy and Hospitality Register The Expenses Policy should be reviewed to ensure it is up to date and effective, subsequently, awareness raising on these topics should continue during 2012/13.	Review Expenses Policy.	Borough Treasurer	31 October 2012 **Complete.**
		Raise awareness of Expenses Policy and Hospitality Register.		31 March 2013 Ongoing
8	Information Management Policies During 2011/12 the Council approved new information management policies which should be effectively communicated to staff.	To communicate and raise staff awareness of information management policies.	Information Management Group	31 March 2013 **Completed and ongoing. To be included in 2013/14 Action Plan.**

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline
9	<u>Business Continuity Plans</u> The Council's business continuity processes are due for review and testing 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.	Update and Council wide business continuity plan.	Emergency Planning Officer	31 March 2013 **Complete.** Tested in October 2012, follow up recommendations implemented
		To test Council wide business continuity Plan		31 November 2012 **Complete.**