

DRAFT ANNUAL GOVERNANCE STATEMENT 2015-16 ACTION PLAN

Appendix 3

Item	Governance Point Raised In Annual Governance Statement	Proposed Action	Owner	Comments/ Implementation Deadline
1.	<u>Implement on-going actions from previous Action Plans</u>	<p>To communicate and raise staff awareness of information management policies and implement a programme of refresher training on information security/data protection for staff and members.</p> <p>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.</p> <p>Keep Corporate Business Continuity Management Plan updated and communicate this cross Council and include testing of Disaster Recovery plan.</p>	<p>Information Management Group/CO:HR</p> <p>Head of Audit and Risk Management/ Borough Treasurer/ Borough Solicitor</p> <p>Borough Treasurer and Emergency Planning Officer</p>	<p>31 March 2016</p> <p>31 March 2016</p> <p>31 March 2016</p>
2.	<u>Implement the requirements of the revised Data Transparency Code</u> DCLG have issued a new Data Transparency Code (2015)	Continue to update the Council's website to comply with requirements.	Borough Solicitor	January 2016
3.	<u>Review CIPFA guidance on Audit Committee</u>	Present report to Governance and Audit Committee.	Borough Treasurer	June 2015

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4	<u>Review Members' Code of Conduct</u>	Review Code of Conduct and ensure any changes are agreed by the Council and that training is provided for members	Borough Solicitor	March 2016
5	<u>Raised In AGS - Members' induction</u>	Delivery of Members' induction programme to newly elected members including appropriate refresh topics for returning Councillors	Director of Corporate Services	March 2016 Programme started on 11 May 2015 with some sessions still to be scheduled

Questionnaire	Further Actions Required in 2015/16
ASCHH	Department Business Continuity Plan awareness raising
CS	Refresh Information Security training Cross Council
ECC	None
ACE	None
CYPL	None
Borough Solicitor	Members' Code of Conduct to be reviewed in 2015/16
Borough Treasurer	None
Borough Treasurer & HARM	<ul style="list-style-type: none"> – Consider retraining in Strategic Risk Management. – Clarify whether there are any partnership risks and if so how they should be managed. – Develop counter fraud response plan. – Test Disaster Recovery plan.