



## **AUDIT COMMITTEE**

### **Public**

**Date of Meeting:** 26th September 2008

**Title:** Annual Governance Statement Action Plan

**Report of:** Director of Corporate Services

**Report reference:** CORP 49/08

### **Summary:**

This report appraises Members of progress made on the above Action Plan.

### **Recommendations:**

Members are requested to note the attached Action Plan and the current position relating to each of the areas that have been identified.

**Contact Officer:** Ian Beckett, Head of Audit Services

**Ext 7292**

## **ANNUAL GOVERNANCE STATEMENT - ACTION PLAN**

### Code of Corporate Governance - Background

The CIPFA/SOLACE Framework document “Delivering Good Governance in Local Government” requires the Council to revise and update its Code of Corporate Governance and to produce an Annual Governance Statement signed by the Leader of the Council and the Chief Executive.

The Framework also requires the Council to draw up an Action Plan in order to address weaknesses and to ensure that continuous improvement of the system of control is in place.

These documents were reported to Members of this Committee on 23<sup>rd</sup> June 2008 - reports CORP26/08 and CORP27/08 refer.

### Action Plan

An updated Action Plan is attached to this report as **Appendix A** for Members' information.

Those actions that were identified in the Annual Governance Statement as “significant” have been identified thus (\*\*) on Appendix A.

In accordance with established practice, this Action Plan will be monitored and the updated status will be reported to Members of this Committee at each meeting.

There are no new areas of risk arising from the Audit reviews or from the Risk Registers which need to be drawn to Members' attention.

### Recommendation

Members are requested to note the attached Action Plan and the current position relating to each of the areas that have been identified.

Director of Corporate Services  
September 2008

## ANNUAL GOVERNANCE STATEMENT

## APPENDIX A

ACTION PLAN - UPDATED 16<sup>TH</sup> SEPTEMBER 2008.

	CURRENT STATUS AND ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1 (**)	Cumbria LAA – on web-site for Cumbria Strategic Partnership – in draft at present. Final version June 08	Head of Policy and Performance	<b>Actioned</b> – Final version now in place.
2	Ensure that the annual report on Corporate Plan and Community Plan is presented to Council.	Head of Policy and Performance	<b>Actioned</b> – Revised Corporate Plan was submitted to Council 9 <sup>th</sup> Sept. Community Plan has been refreshed for 2008.
3	Ensure that the Learning City Strategy is finalised. One of the foci will be on a commitment to the development of staff.	Head of Policy and Performance	<b>Ongoing</b> - Still under consideration. No set date for completion.
4	Corporate Communications Policy and Corporate Consultation Policy are both in the Forward Plan to be presented to Executive on 30 <sup>th</sup> June and 28 <sup>th</sup> July - then to be ratified by Council	Head of Policy and Performance	<b>Actioned</b> – presented to Council 9 <sup>th</sup> Sept 08.
5	Findings of Focus Group of local people on how the Council should report its performance to inform Annual Report.	Head of Policy and Performance	<b>Ongoing</b> - Report to be published

## ANNUAL GOVERNANCE STATEMENT

## APPENDIX A

ACTION PLAN - UPDATED 16<sup>TH</sup> SEPTEMBER 2008.

			by the end of October 08.
6	Ensure that final version of the Emergency Planning and Business Continuity Plan is presented to Overview and Scrutiny.	Deputy Chief Executive	<b>Actioned.</b> This was not presented to Overview and Scrutiny as there were no decisions to be made. It is an operational document, not a policy. Members of the Executive have seen the document for information.
7	Community Empowerment Pilots to be developed	Deputy Chief Executive	<b>Ongoing</b> - An Outline Project Plan has been designed for Harraby. Longtown's is to be developed from October 08, in collaboration with the Parish Council.

## ANNUAL GOVERNANCE STATEMENT

## APPENDIX A

ACTION PLAN - UPDATED 16<sup>TH</sup> SEPTEMBER 2008.

8	Monitor progress on Community Support.	Director of Community Services	<b>Actioned</b> – a review of the Community Support function has been completed – a report will be submitted to the Executive on 22 <sup>nd</sup> September 08.
9 (**)	Ensure that the National Officer Code of Conduct is adopted in due course. In the meantime, a local Code will be developed based on neighbouring Authorities' Codes.	Head of Personnel and Development	<b>Ongoing.</b> No set date for completion.
10	liP Assessor to investigate professional staff's involvement in CPD	Head of Personnel and Development	<b>Actioned</b> – Report has been presented to Strategic Staff Development Group- now to go to SMT.
11	Ensure that the Members' Learning and Development Programme for 2008 is finalised	Head of Personnel and Development	<b>Actioned</b> – Programme for 2008 now agreed by MLDG and is in place.

# ANNUAL GOVERNANCE STATEMENT

# APPENDIX A

## ACTION PLAN - UPDATED 16<sup>TH</sup> SEPTEMBER 2008.

12	Policy for "Confidential Reporting" Needs to be updated to reflect current staff-structure.	Head of Personnel and Development.	Target date - November 2008.
13	To ensure that staff appraisals are undertaken in accordance with Council Policy.	Head of Personnel and Development	Awaiting confirmation of completion at Autumn staff survey.
14	To ensure that there is a system in place to facilitate Members in undertaking Personal Development Reviews (PDRs)	Head of Personnel and Development	<b>Actioned.</b> PDRs undertaken.
15 (**)	Ensure that all Risk Registers are reviewed, updated and on the Intranet	Project Manager, PPP	<b>Actioned.</b> These are all now on the Intranet.
16 (**)	Ensure that the I.T. Security Policy is finalised.	Director of Corporate Services.	<b>Actioned.</b> The ICT Security Policy was submitted to the Executive on 22 <sup>nd</sup> September, with a recommendation to refer it to Council for adoption on 4 <sup>th</sup>

## ANNUAL GOVERNANCE STATEMENT

## APPENDIX A

ACTION PLAN - UPDATED 16<sup>TH</sup> SEPTEMBER 2008.

			November 2008.
17 (**)	Ensure that analytical review working papers are produced for all major statements at closedown (to be produced as part of the working papers in future).	Director of Corporate Services	<b>Actioned.</b> W/Ps produced by 30 <sup>th</sup> June 2008.
18 (**)	Review arrangements for extracting the figures from the ledger and ensuring that the Service Expenditure Analysis disclosed in the accounts is in accordance with the Best Value Accounting Code of Practice. To be incorporated as part of the 2007/08 Statement of Accounts.	Director of Corporate Services	<b>Ongoing.</b> A review was undertaken by 20 <sup>th</sup> June 2008. Further work is planned in this area by 31/12/08