



AUDIT COMMITTEE

Public

Date of Meeting: 23rd June 2008

Title: Code of Corporate Governance Action Plan

Report of: Director of Corporate Services

Report reference: CORP 27/08

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. Issues arising from this Action Plan will be monitored and reported back to the Audit Committee quarterly.

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CODE OF CORPORATE GOVERNANCE - ACTION PLAN

Code of Corporate Governance - Background

As reported to Members of this Committee at the meeting held on 15th April 2008 (Report CORP 2/08 refers), the “Statement on Internal Control” and the “Code of Corporate Governance” have now been replaced by a single “Annual Governance Statement”.

The purpose of this change is to ensure that the Council complies with the requirements of the CIPFA/SOLACE Framework document “Delivering Good Governance in Local Government”.

The Framework requires the Council to revise and update its Code of Corporate Governance and to produce an Annual Governance Statement that is to be signed by the Leader of the Council and the Chief Executive.

These documents have been reported separately to Members of this Committee as report CORP26/08.

Action Plan

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 is in place.

The Framework outlines a total of 57 “requirements” which need to be met, and the Action Plan that is attached to this report as **Appendix A** identifies those areas where remedial action is required.

This Action Plan also incorporates all of the existing areas that were identified in the previous Action Plans relating to the Statement on Internal Control and Code of Corporate Governance.

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.

Recommendation

Members are requested to note the attached Action Plan and the current position relating to each of the areas that have been identified. Issues arising from this Action Plan will be monitored and reported back to the Audit Committee quarterly.

Director of Corporate Services
June 2008

ANNUAL GOVERNANCE STATEMENT**APPENDIX A****ACTION PLAN - UPDATED 6TH JUNE 2008.**

| REF. | CURRENT STATUS AND ACTION REQUIRED | RESP'Y | TARGET DATE |
|-------------|--|-----------------------------------|--|
| 1.1.1 | Cumbria LAA – on web-site for Cumbria Strategic Partnership – in draft at present. Final version June 08 | Head of Policy and Performance | June 2008 |
| 1.2.1 | Ensure that the annual report on Corporate Plan and Community Plan is presented to Council. | Head of Policy and Performance | Autumn 2008. |
| 1.2.2 | Ensure that final version of the Emergency Planning and Business Continuity Plan is presented to Overview and Scrutiny. | Deputy Chief Executive | 24 th July 2008 |
| 2.3.4 | Monitor progress on Community Support. | Director of Community Services | July 08 |
| 3.1.2 | 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 | August 2008 |
| 3.1.2 | Community Empowerment Pilots to be developed | Deputy Chief Executive | Areas for Pilots agreed April 2008 - ongoing |
| 3.2.2 | liP Assessor to investigate professional staff's involvement in CPD | Head of Personnel and Development | Ongoing during 2008 |
| 4.2.1 | Ensure that the Members' Learning and Development Programme for 2008 is finalised | Head of Personnel and Development | August 2008 |

ANNUAL GOVERNANCE STATEMENT

APPENDIX A

ACTION PLAN - UPDATED 6TH JUNE 2008.

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| 4.3.1 | Ensure that all Risk Registers are reviewed, updated and on the Intranet | Project Manager, PPP | To be forwarded to Policy Team who will input into Covalent October 2008 |
| 4.3.2 | Policy for "Confidential Reporting" Needs to be updated to reflect current staff-structure. | Head of Personnel and Development | August 2008 |
| 5.2.1 | To ensure that staff appraisals are undertaken in accordance with Council Policy. | Head of Personnel and Development | End of June 2008 |
| 5.2.3 | To ensure that there is a system in place to facilitate Members in undertaking Personal Development Reviews | Head of Personnel and Development | October 2008 |
| 5.3.2 | 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 | To be agreed by Council September 2008 |
| 6.2.1 | Corporate Communications Strategy and Media Protocol for Elected Members are to be ratified by Council | Head of Policy and Performance | To SMT 13 th May 08 then to Exec June 08. |
| 6.2.5 | Findings of Focus Group of local people on how the Council should report | Head of Policy and | Report to be |

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| | its performance to inform Annual Report. | Performance | published Autumn 08. |
| | Ensure that the I.T. Security Policy is finalised. | Director of Corporate Services. | March 2009 |