

## APPENDIX 1: GOVERNANCE WORK PLAN 2013/14

Work Area	Timescale	Responsible Officer	Progress as at March 2014
Continue to review the Local Code of Corporate Governance and to monitor the Governance Work Plan for the year	½ yearly review	Legal and Democratic Services Manager	Completed and included in this report
A new Leadership and Development Programme for Managers	Expected to commence in October 2013	Director of Housing and Environmental Services	<p>Independent service provider appointed.</p> <p>Discussions held on specific programmes and affordability.</p> <p>Following the conclusion of the Budget Round for 2014/15 which confirmed resources, a training and development programme is now planned to commence in September 2014.</p>
On-going review of Members' training and development and in particular, their role and responsibilities as community leaders	March 2014	Legal and Democratic Services Manager	No further action undertaken in the year; new induction process for Members to be formulated ahead of the next District Council Election in May 2015.
Application of the new Internal Auditing Standards for the Public Sector	March 2014 with a progress report in September 2013	Director of Finance and Corporate Services	<p>Completed.</p> <p>Detail of the new standards and areas to be addressed were reported to the Committee in September 2013.</p> <p>Subsequently, the Committee approved a revised Audit Charter and a new Quality Assessment and Improvement Programme in December 2013.</p>

Introduction of E-Committees	October 2013	Legal and Democratic Services Manager	Implemented
Development of Neighbourhood Plans for local communities	March 2014	Director of Community and Planning Services	Seminars have been held with Parishes and the Council's Community Partnership Officer has attended Parish meetings to provide further advice. No formal approaches have been received from Parishes as yet; this will be kept under review with the development of the Local Plan in 2014/15.
Update the Council's Scheme of Delegation to reflect the Council's new structure	July 2013	Legal and Democratic Services Manager	Completed Updated scheme approved by the Council in September 2013.
Review Whistleblowing policy	December 2013	Director of Finance and Corporate Services	Completed The Code was updated in September 2013 following legislative changes which came into effect on 25 <sup>th</sup> June 2013.  Changes were made to clarify what constitutes a qualifying disclosure under the policy, how potential breaches of employment contracts should be dealt with, together with protection afforded to whistle blowers.
A Review of the Corporate Plan, 2009 - 2014	March 2014	Director of Finance and Corporate Services	Completed Updated priorities and targets for 2014/15 were considered and approved by the Council on 3 <sup>rd</sup> April 2014.

