

## Local Code of Corporate Governance

### Action Plan

(incorporating actions from the Annual Governance Statement 2009/10 \*)

Issues and Actions	Timescale	Responsible Officer	Position
<p>* Continue to review the Local Code of Corporate Governance in accordance with updated guidance and to undertake any outstanding work during the year</p> <p><b>(22)</b></p>	<p>½ yearly review</p>	<p>Head of Legal &amp; Democratic Services</p>	<p>Revised Code of Corporate Governance considered by Standards Committee on 28/5/08, considered by Audit Sub-Committee on 18/6/08 and approved by Full Council on 3/7/08.</p> <p>External peer assessment of the Council's Corporate Governance function carried out by SOLACE – April 2009</p> <p>Since approval, the Action Plan has been reviewed and updated by Senior Officer Group on a six monthly basis. The last occasion was on 9/11/09 and this was considered by Audit Sub-Committee on 16/12/09 and Standards Committee on 25/2/10, with recommendations considered by Council.</p>
<p>* Ensure that performance is systematically measured and monitored relative to other Councils and that action is taken as appropriate – Implementation of new Performance Management system</p> <p><b>(16)</b></p>	<p>March 2010</p>	<p>Head of Organisational Development</p>	<p>Quarterly performance reports are presented to policy committees that outline levels of performance by exception and comparisons with other Councils, where appropriate. The reports will recommend actions to address any areas of under performance.</p> <p>The Ten Performance Management system is now in place and reports are being produced from 1st Quarter of 2009/10. The performance management system will continue to be developed as the primary source of information on the performance of Council Services.</p>

Issues and Actions	Timescale	Responsible Officer	Position
<p>* Ensure that the Council recognises more clearly its duty to promote equality and opportunity – implement an Action Plan to take us to 'Achieving' status of the National Equality Framework that includes the commencement of Equality Impact Risk Assessments (EIRA) and monitor progress against this</p> <p><b>(45) (52)</b></p>	<p>March 2011</p>	<p>Head of Organisational Development</p>	<p>Training on EIRA's has been completed and work has continued across the Council. The framework for completing EIRA has been developed and is now in use. This will ensure the efficient completion of the remaining EIRA's. An action plan will be put in place to continue this work during 2010/11.</p> <p>A peer assessment was completed by the IDeA in February 2010 that confirmed the Council had reached 'Achieving' status under the National Equality Framework.</p> <p>An Annual Report on progress made on the Council's Equality &amp; Fairness Scheme will be considered by the Council on 29/4/10. Implement Action Plan to address the areas identified in the IDeA Peer Assessment following reaching the 'Achieving' status</p>
<p>* Members' training and development programme to be reviewed and Action Plan implemented</p> <p><b>(42) (43) (44)</b></p>	<p>March 2011</p>	<p>Head of Legal &amp; Democratic Services / Head of Organisational Development</p>	<p>Training Champions have been identified and programme is under development.</p> <p>Training activities have been organised including sessions for Development Control / Standards / Licensing and Appeals Sub-Committee Members. Courses also include Health &amp; Safety, Equality &amp; Fairness and Performance Management.</p> <p>Briefing sessions have been provided for all Elected Members from each Head of Service.</p> <p>E-learning resources available for all Elected Members through the Learning Pool (formerly developed through the IDEA)</p> <p>Members have approved role profiles and personal development plans which will be undertaken during the municipal year</p>

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* Maintain and strengthen current partnership arrangements – Research options available to develop a Good Practice Protocol for partnership working <b>(3) (18) (19) (27)</b>	March 2011	Head of Organisational Development / Head of Leisure & Community Development	Background work to be undertaken to establish what documentation we currently have adopted and identify any gaps and how these will be addressed. We have strong partnership working through the COMPACT and the LSP along with good partnership working in other areas. Research is to be undertaken on options available to develop a Protocol and its value for the Council.
Support development of Community / Parish Plans <b>(3)</b>	March 2011	Head of Leisure & Community Development	Ongoing support for Plans. Community Partnership Officer continues to provide support to Parish Councils who are at different stages of progress.
Develop Service Standards across all service areas <b>(5)</b>	March 2011	All Heads of Service Lead by Head of Customer Services	Director of Corporate Services to arrange a Working Group to develop service standards for outstanding areas.
* Implementation of an Action Plan to undertake the outcomes of the Place Survey <b>(17) (50)</b>	March 2011	Head of Organisational Development	The Place Survey was undertaken between September and December 2008. The results were submitted to the Audit Commission in January 2009. Results for this have now been published and the information has been presented by Ipsos Mori to Full Council on 10th September and the South Derbyshire Partnership Board on 22/10/09. An Action Plan to take forward the outcomes of the Place Survey was approved by the Finance & Management Committee on 16/2/10.
Financial Regulations to be reviewed and Contract Procedure Rules to be reviewed <b>(9)</b>	March 2011	Head of Finance & Property Services	This has effectively been put on hold pending the outcome of the Corporate Services Partnering Project. A key investment priority for the successful supplier will be to upgrade procurement and the processes around it. This could then lead to a review of tendering limits and authorisation levels for invoices and orders as processes are streamlined and become more electronic. Any proposed changes to tendering limits would need to be reported to and approved by Full Council. Revised review and implementation – March 2011.
Review Officer Code of Conduct when National Guidelines issued	March 2011	Head of Organisational Development / Head of Legal & Democratic	Consultation document has been provided and Council has submitted a formal response. Awaiting further guidance that is expected during 2010.

<b>(21)</b>		Services	
* Adopt Revised Member Code of Conduct when legislation introduced <b>(21)</b>	March 2011	Head of Legal & Democratic Services	Response to consultation document has been approved and submitted by Full Council. Introduction of revised Code has been delayed – this is now expected during 2010.
* Create a scheme for responding to petitions received <b>(52)</b>	January 2011	Head of Legal & Democratic Services / Head of IT & Business Improvement	A Petition Scheme was approved by Council on 20/5/10, becoming effective on 15/6/10, with an electronic scheme to be available from December 2010.

<b>Issues and Actions</b>	<b>Timescale</b>	<b>Responsible Officer</b>	<b>Position</b>
Overview and Scrutiny Committee to review arrangements and develop an Action Plan <b>(28)</b>	March 2011	Head of Legal & Democratic Services	External peer assessment of the Council's Overview & Scrutiny function by Cherwell Borough Council – April 2009. Report considered by the annual Overview and Scrutiny focus session on 20/10/09 and by Council on 12/11/09, with consequential revisions made to the Constitution. Annual focus session with Officers and Members on 15/6/10 to establish 2010/11 work programme.
Review recruitment and selection process <b>(46)</b>	November 2009	Head of Organisational Development	This has been completed and implemented from 1/1/10.
EIRA screening assessment of policy documents <b>(45)</b>	March 2011	Head of Organisational Development	This work has continued across the Council. A plan is in place to have completed all EIRA's during 2010/11.
Review Corporate Equalities and Fairness Scheme and Action Plan <b>(45)</b>	March 2011	Head of Organisational Development	This has been completed and the Council was assessed at 'Achieving' status under the National Equality Framework in February 2010. Following the assessment, an additional review has been completed of the Corporate Equalities and Fairness Scheme that was reported to Committee on 29/4/10. Action Plan to be implemented by 31/3/11.
Ensure that the authority as a whole is open and accessible to the community <b>(55)</b>	March 2010	Head of Customer Services	Access Strategy reviewed.
Promotion of Corporate Vision, Values and Priorities <b>(1) (23)</b>	March 2011	Head of Organisational Development	Promotional work continues to take place and includes a staff magazine, posters around Council buildings, Council website, Corporate Identity Guidelines ensuring the consistent use of the Vision and Values, publications made available at published events like Area Forums, etc.

<p>* To ensure that Risk Management is embedded into the culture of the Council (35)</p>	<p>March 2011</p>	<p>Head of Finance &amp; Property Services / Head of Organisational Development</p>	<p>A revised policy statement and strategy was approved by Finance &amp; Management Committee in March 2010. This will now be kept under review as part of the Council's Annual Use of Resources Assessment. The revised strategy sets out a framework designed to move the Council from a Level 2 to a Level 3 in this area by 2011. Full implementation of the Risk Management Strategy via the Corporate Risk Management Group.</p>
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