

Local Code of Corporate Governance

Action Plan

(incorporating actions from the Annual Governance Statement 2007/08 *)

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>(22)</p>	<p>½ yearly review</p>	<p>Head of Legal & 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>Action Plan reviewed and updated by Senior Officer Group on 6/11/08.</p> <p>Six monthly review of Action Plan by Audit Sub-Committee – 17/12/08 and Standards Committee – January 2009.</p>
<p>* Implement actions from the Audit Commission's review of the Local Area Agreement (as they affect the Council) – in particular, on risk and financial management arrangements</p>	<p>March 2009</p>	<p>Director of Corporate Services</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>(16)</p>	<p>March 2009</p>	<p>Head of Organisational Development</p>	<p>Quarterly performance reports are presented to policy committees that outline levels of performance and comparisons with other Councils, where appropriate. The reports will recommend actions to address any areas of under performance.</p> <p>Procurement of Performance Management system was completed in August 2008. An action plan has been developed and the system will be implemented by March 2009.</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 Level 3 of the Equality Standard that includes the commencement of Equality Impact Risk Assessments – and monitor progress against this</p> <p>(52)</p>	<p>March 2009</p>	<p>Head of Organisational Development</p>	<p>We have developed a robust action plan for reaching Level 3 of the Equality Standard by March 2010 and this was approved at Finance and Management Committee on Thursday, 12/6/08. An action plan is in place and progress is monitored by an internal group and an annual report to Finance & Management Committee.</p> <p>Training on EIRA's has been completed and work has commenced in pilot areas. We have undertaken EIRA screening assessments for Housing, Finance and Human Resources and have identified one high risk policy which we will undertake a full EIRA assessment by December 2008.</p> <p>A new Equality Framework for Local Government is currently being consulted on which is scheduled to come into effect from April 2009. We are currently reviewing our Corporate Equalities and Fairness scheme and Action Plan in light of the proposed new framework. A formal response on the consultation paper has been returned.</p>
<p>* Publish Annual Report</p> <p>(1) (2) (4) (47) (54)</p>	<p>July 2008</p>	<p>Director of Corporate Services</p>	<p>Report to Council – 3/7/08 – approved and published.</p>
<p>* Corporate Communications Review – Associated Action Plan to be implemented</p> <p>(1) (17) (23) (50) (53)</p>	<p>March 2009</p>	<p>Director of Corporate Services</p>	<p>External review of communications has been completed. Report of Finance & Management Committee on 12/6/08 proposed changes to internal structure that establish a Communication function within the Organisational Development Unit. This has gone through formal consultation and has a proposed implementation date of 1/12/08.</p>
<p>* Members' training and development programme to be reviewed and Action Plan implemented</p> <p>(33) (42) (43) (44)</p>	<p>March 2009</p>	<p>Head of Legal & Democratic Services / Head of Organisational Development</p> <p style="text-align: right;">Page 2 of 5</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 Corporate Manslaughter, Equality & Fairness and Performance Management .</p> <p>Briefing sessions have been made available for all Elected Members from each Head of Service.</p>

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* Maintain and strengthen current partnership arrangements – Develop a Good Practice Protocol for partnership working (3) (18) (19) (27)	March 2009	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.
Review Corporate Plan (1) (2)	April 2009	Head of Organisational Development	New Corporate Plan to be in place from April 2009. Work has commenced on this project.
Publish Annual Report on South Derbyshire Local Strategic Partnership (SDLSP) to Council (1) (2) (4)	July 2008	Head of Leisure & Community Development / Head of Organisational Development	Report to Council – 3/7/08
Support development of Community / Parish Plans (3)	March 2009	Head of Leisure & Community Development	Ongoing support for Plans. Community Partnership Officer providing support to Parish Councils who are at different stages of progress.
Develop Service Standards across all service areas (5)	March 2009	All Heads of Service	Director of Corporate Services to arrange a Working Group to develop service standards for outstanding areas.
Place Survey being undertaken (5) (50)	March 2009	Head of Organisational Development	The Place Survey is currently being undertaken in partnership across Derbyshire between September and December 2008. The results will be submitted to the Audit Commission in January 2009 and results will be published by April 2009.
Service Plans to be developed to link to customer outcomes and include comparative performance data (5) (7)	March 2009	All Heads of Service	Service Plan framework was reviewed for 2008/09 and includes customer outcomes in the targets that have been set. Comparative performance data is included and this will be developed during the year.
Business Continuity Accommodation Strategy to be developed (6)	March 2009	Director of Community Services	Strategy contained within the Business Continuity Plans circulated to CMT and Heads of Service.
Business Improvement Team to be established to look at the efficiency and effectiveness of services	March 2009	Head of IT and Business Improvement	BIT in place from 1/4/08. Planned 3 year review of all Council Services. Review of areas covered in individual Sections' Service Plans.

(7)			Review also taking place on a corporate wide perspective.
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EMAS accreditation to be progressed (7)	March 2009	Head of Environmental Services	Environmental Statement and Action Plan approved by EDS on 20/11/08. Progress ongoing.
Financial Regulations to be reviewed and Contract Procedure Rules to be reviewed (9)	June 2009	Head of Finance & Property Services	In particular, this is required as the Council moves towards E-procurement. Effect on rules is being monitored as progress is made. Any amendments required will be reported to Audit Sub-Committee in December 2008 and finally in June 2009, following full implementation.
Consultation timetable developed. Consultation being undertaken to shape the new Corporate Plan (17)	August 2008	Head of Organisational Development	The Corporate Plan consultation timetable has been developed and a range of consultation being undertaken across the district between September and December 2008. These include Area Forums, the Citizens Panel, Residents Meetings and Parish Councils.
Review Officer Code of Conduct when National Guidelines issued (21)	Review March 2009	Head of Organisational Development / Head of Legal & Democratic Services	Consultation document has been provided and is now under review. National guidance expected to be issued in 2009.
Following introduction of the Local Assessment of Complaints Regulations, an additional Parish Council Representative will be appointed to Standards Committee (25)	May 2008	Head of Legal & Democratic Services	Council approved additional Parish Council representative 25/5/08 – nomination made by Derbyshire Association of Local Councils.
Overview and Scrutiny Committee to review arrangements and develop an Action Plan (28)	March 2009	Head of Legal & Democratic Services	Scrutiny focus session with Members and Officers – 29/5/08 Report to Overview and Scrutiny Committee – 25/6/08 regarding working arrangements. Six monthly review to take place – 10/12/08
Introduction of Committee Management Information system to allow reports and decisions to be viewed electronically (29)	September 2008	Head of Legal & Democratic Services	CMIS to be rolled out to Officers and Members during November 2008.
Review of the format of Minutes (29)	May 2008	Head of Legal & Democratic Services	Council on 22/5/08 approved the revised format for minutes for the new municipal year.

External review of Audit Sub-Committee (31)	April 2009	Head of Finance & Property Services	To be commissioned in January 2009 and reported to Committee in April 2009.
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Training for Committee Chairs/Vice-Chairs (33)	September 2008	Head of Legal & Democratic Services	Training provided on 21/8/08 and 7/10/08.
Establish a Corporate Workforce Development Strategy (46)	March 2009	Head of Organisational Development	Work in progress.
Review recruitment and selection process (46)	March 2009	Head of Organisational Development	Review being undertaken.
Implement Year 3 Actions in People Strategy (46) (52)	March 2009	Head of Organisational Development	Revised Action Plan approved and work is progressing.
Review Action Plan for Communications Strategy and Consultation Strategy (50)	March 2009	Head of Organisational Development	We undertook a review of the Council's Consultation Strategy and Action Plan – this was approved at Finance and Management Committee on Thursday, 12/6/08. A Communications Review is ongoing.
EIRA screening assessment of policy documents (45)	March 2009	Head of Organisational Development	Screening assessment of policy documents is ongoing.
Review Corporate Equalities and Fairness Scheme and Action Plan (45)	March 2009	Head of Organisational Development	Working progressing.
Provide a Members Induction Scheme (33)	March 2009	Head of Legal & Democratic Services	Work progressing.