

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 and 19/5/09.</p> <p>Six monthly review of Action Plan by Audit Sub-Committee – 25/2/09 and 17/6/09 and Standards Committee – 18/12/08 and June 2009.</p> <p>External peer assessment of the Council's Corporate Governance function carried out by SOLACE – April 2009</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 2010</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 is being implemented from April 2009.</p>

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<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 (EIRA) and monitor progress against this</p> <p>(52)</p>	<p>March 2010</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 is presented to Finance & Management Committee.</p> <p>Training on EIRA's has been completed and work has been completed in pilot areas EIRA screening has been completed in Housing, Finance, and Organisational Development (Human Resources policies) that have identified one high risk policy which has had a full EIRA assessment in early 2009.</p> <p>A new Equality Framework for Local Government came into effect from April 2009. We are currently reviewing our Corporate Equalities and Fairness scheme and Action Plan in light of the new framework. A formal response on the consultation paper has been returned.</p>
<p>* Members' training and development programme to be reviewed and Action Plan implemented</p> <p>(33) (42) (43) (44)</p>	<p>March 2010</p>	<p>Head of Legal & 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 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> <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 forthcoming municipal year – February 2009</p>

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* Maintain and strengthen current partnership arrangements – Develop a Good Practice Protocol for partnership working (3) (18) (19) (27)	March 2010	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 (3)	March 2010	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 2010	All Heads of Service	Director of Corporate Services to arrange a Working Group to develop service standards for outstanding areas.
Place Survey undertaken (5) (50)	July 2009	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, however the have not yet been published by the Audit Commission/CLG due to quality assurance issues.
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. An update will be reported to the Audit Sub-Committee in June 2009.
Review Officer Code of Conduct when National Guidelines issued (21)	March 2010	Head of Organisational Development / Head of Legal & Democratic Services	Consultation document has been provided and Council has submitted a formal response. Awaiting further guidance that is expected during 2009.
Overview and Scrutiny Committee to review arrangements and develop an Action Plan (28)	March 2010	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 took place – 10/12/08 External peer assessment of the Council's Overview & Scrutiny function by Cherwell Borough Council – April 2009. Annual focus session 1/7/09.

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Establish a Corporate Workforce Development Strategy (46)	June 2009	Head of Organisational Development	Initial research complete and formal Committee approval expected in June 2009.
Review recruitment and selection process (46)	July 2009	Head of Organisational Development	Review being undertaken with formal completion by July 2009
EIRA screening assessment of policy documents (45)	March 2010	Head of Organisational Development	Screening assessment of policy documents is ongoing, so far we have completed over 35 policies in Housing, Organisational Development, Finance and Legal & Democratic Services
Review Corporate Equalities and Fairness Scheme and Action Plan (45)	March 2010	Head of Organisational Development	We are reviewing this in light of the new Equalities Framework that came into force in April 2009 and are monitoring progress against our move to Level 3 (achieving authority) by March 2010. Report to be submitted to F & M Cttee by Sept 2009.
Provide a Members Induction Scheme (33)	March 2010	Head of Legal & Democratic Services	Work progressing.

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