

Local Code of Corporate Governance

Action Plan

(incorporating actions from the Annual Governance Statement 2010/11 *)

Issues and Actions	Timescale	Responsible Officer	Action/Progress
<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>	½ yearly review	Head of Corporate Services	Next reviews due in December 2011 and June 2012.
<p>* Members' training and development programme to be reviewed and Action Plan implemented</p> <p>(42) (43) (44)</p>	Ongoing	Head of Corporate Services	Action Plan that includes induction training to be implemented following elections in May 2011.
<p>Maintain and strengthen data quality arrangements – Implement action plan emerging from the internal audit of data quality</p> <p>(54)</p>	December 2011	Head of Corporate Services	Implement recommendations arising out of the audit of the Council's Data Quality arrangements.
<p>EIRA screening assessment of policy documents</p> <p>(45)</p>	March 2012	Head of Corporate Services	Work has continued during 2010/11. A plan is in place to assess all new policies and to complete all scheduled EIRA's during 2011/12.

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Service Access Review (5)	March 2012	All Heads of Service Lead by Head of Corporate Services	A service access review will be completed that looks at the channels at which our customers access Council services
Overview and Scrutiny Committee to review arrangements and develop an annual Action Plan (28)	March 2012	Head of Corporate Services	Annual focus session to be held on 29 th June 2011 with Officers and Members on to establish 2011/12 work programme.
Review Officer Code of Conduct when National Guidelines issued (21)	March 2012	Head of Corporate Services	Consultation document has been provided and Council has submitted a formal response. Awaiting national guidelines to determine any further action..
* Adopt Revised Member Code of Conduct when legislation introduced (21)	March 2012	Head of Corporate Services	Response to consultation document has been approved and submitted by Full Council.
Maintain and strengthen current partnership arrangements – Implement action plan emerging from the internal audit of partnership working (3) (18) (19) (27)	March 2012	Head of Corporate Services	Monitor action plan emerging from the internal audit of partnership working.
Implement any actions emerging from the Localism Bill 2010 that impact on the Governance agenda. (52)	March 2012	Head of Corporate Services	Regular briefings to be prepared on the Localism Bill 2010 and any actions will be flagged and brought to the attention of Officers and Members.
Awareness raising to ensure more effective complaint resolution at first stage (32)	March 2012	Head of Corporate Services	Continue to pursue effective complaint resolution at the earliest opportunity.
Continuing review of all Council Services (7)	March 2012	All Heads of Service Lead by Head of Corporate Services	Continue to review all Council Services and to look for opportunities to improve these.

Issues and Actions	Timescale	Responsible Officer	Action/Progress
Peer Review of the Audit Sub-Committee to be undertaken and refresher training for all Members of the audit committee. (31)	March 2012	Head of Corporate Services	Peer review to be undertaken along with refresher training for all members of the audit committee

Actions completed from the 2009/10 Local Code of Corporate Governance Action Plan

Issues and Actions	Timescale	Responsible Officer	Action/Progress
<p>* Ensure that we continue to manage performance effectively, by the development of the Council's performance management system and review of the performance management arrangements following the removal of the National Indicator set by the Government and the establishment of one suite of performance data to report on from April 2011</p> <p>(16)</p>	March 2010	Head of Corporate Services	<p>Completed</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>Performance reporting arrangements have been reviewed in respect of the refreshed Corporate Plan which was approved by members in March 2011. The one suite of performance data will be captured and reported from April 2011.</p>
<p>* Ensure that the Council recognises more clearly its duty to promote equality and opportunity – to deliver the key actions under the Corporate Equality and Fairness Scheme Action Plan that includes the completion of Equality Impact Risk Assessments (EIRA) on Council policies</p> <p>(45) (52)</p>	March 2011	Head of Corporate Services	<p>Completed</p> <p>The Council will consider an Annual Report on progress made on the Council's Equality & Fairness Scheme in June 2011.</p> <p>This includes an Action Plan that looks to maintain our progress against the 'Achieving' status and continues to address the emerging issues arising from the implementation of the Equalities Act 2010.</p>
<p>* Maintain and strengthen current partnership arrangements – Research options available to develop a Good Practice Protocol for partnership working</p> <p>(3) (18) (19) (27)</p>	March 2011	Head of Corporate Services/ Head of Community & Planning Services	<p>Completed</p> <p>We have strong partnership working through the COMPACT and the SDP along with good partnership working in other areas. We have undertaken an audit of partnership arrangements in October 2010 and have taken a report to Council with our plans for implementing the recommendations put forward as part of this audit.</p>

Issues and Actions	Timescale	Responsible Officer	Action/Progress
Support development of Community / Parish Plans (3)	March 2011	Head of Community & Planning Services	Completed Ongoing support for Plans. Community Partnership Officer continues to provide support to Parish Councils who are at different stages of progress.
* Implementation of an Action Plan to undertake the outcomes of the Place Survey (17) (50)	March 2011	Head of Corporate Services	Completed The Place Survey has been removed by Central Government.
Financial Regulations to be reviewed and Contract Procedure Rules to be reviewed (12)	March 2011	Head of Corporate Services	Partially Completed A key investment priority for the Northgate Partnership is to upgrade procurement and the processes around it, mainly stemming from the upgrade of the Financial Management (Agresso) System. The Contract Procedure Rules have been updated and agreed by Council in May 2011.
Abolition of the statutory ethical framework (21)	May 2011	Head of Corporate Services	Completed A report will be submitted to Full Council on the recommended adoption of a voluntary Code of Conduct to address the abolition.
* Create a scheme for responding to petitions received (52)	January 2011	Head of Corporate Services	Completed Council approved a Petition Scheme on 20/5/10, becoming effective on 15/6/10, and an electronic scheme was implemented from December 2010.

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Review Corporate Equalities and Fairness Scheme and Action Plan (45)	March 2011	Head of Corporate Services	<p>Completed</p> <p>The Council was assessed at 'Achieving' status under the National Equality Framework in February 2010.</p> <p>An Annual Report on progress made on the Council's Equality & Fairness Scheme will be considered by the Council in June 2011. This includes an Action Plan that looks to maintain our progress against the 'Achieving' status and continues to address the emerging issues arising from the implementation of the Equalities Act 2010.</p>
Promotion of Corporate Vision, Values and Priorities (1) (23)	March 2011	Head of Corporate Services	<p>Completed</p> <p>Promotional work continues to take place and includes a staff magazine, posters around Council buildings, Council website.</p> <p>A programme of campaigns to promote the Council agreed priorities have been delivered during 2010/11 and this will be reported to Council in September 2011 along with the new campaigns for 2011/12.</p>
* To ensure that Risk Management is embedded into the culture of the Council (35)	March 2011	Head of Corporate Services	<p>Completed.</p> <p>Framework updated last year to ensure risk is managed throughout the Council and all of its functions.</p>