

# ANNUAL GOVERNANCE STATEMENT 2007-08: ACTION PLAN

The following is a summary of the status of the agreed actions that were identified to address the significant governance issues were identified and recorded on the Council's Annual Governance Statement 2007-08:

	ISSUE	ACTION POINT	TARGET DATE	STATUS	LEAD OFFICER	COMMENTS
1	Existing Code of Corporate Governance needs to be updated in accordance with latest CIPFA/SOLACE guidance.	Updated Code of Corporate Governance to be taken to the Council's Standards & Governance Committee for review and approval and subsequently disseminated to relevant officers and members.	April 08	<b>COMPLETED (APRIL 08)</b>	Solicitor to the Council	Updated Code of Corporate Governance approved by Standards and Governance Committee 21 <sup>st</sup> April 2008.
2	There is an inconsistent approach in terms of the governance of partnerships.	Development of a Partnership Protocol and Toolkit which will grade partnerships according to significance and strategic importance.  Communication of new arrangements to relevant officers and members.	October 08  Revised target date March 09	<b>COMPLETED (OCT 08)</b>  <b>ON TARGET</b>	Solicitor to the Council	A Partnership Protocol and Toolkit has been drafted by the Solicitor to the Council in conjunction with Council's Strategic Partnership Manager and Risk and Assurance Manager. The Audit Commission has also been commissioned to provide quality assurance on the drafting of the documentation.  A facilitated workshop session, led by the Audit Commission, is being held in Jan 09 in order to assist in the finalisation of the documentation and to ensure that all those directly involved in partnerships are fully aware of its implications, how it will work and discuss practically any problems or issues prior to the protocol and toolkit being presented to Members for approval.

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3	Contract Procedure Rules need to be revised and updated to reflect current legislation and good practice.	New Contract Procedure Rules to be developed and communicated to all relevant staff.	May 08	<b>COMPLETED (MAY 08)</b>	Solicitor to the Council	New Contract Procedure Rules agreed at Full Council on 14 <sup>th</sup> May 2008.
4	Ensure that the existing Project and Programme Management Framework is applied appropriately and consistently across all service areas.	<p>Creation of Transformational Teams to oversee and manage delivery of the Council's key transformational projects.</p> <p>Establishment of Capital Boards in each Directorate to review all significant projects.</p> <p>Compliance with the Partnership Protocol and Toolkit will strengthen the project and programme management arrangements within significant partnerships.</p> <p>Provision of ongoing communication and training opportunities in relation to the existing Project Management Framework and Guidelines.</p>	March 09	<p><b>COMPLETED (APRIL 08)</b></p> <p><b>COMPLETED (JULY 08)</b></p> <p><b>ON TARGET</b></p> <p><b>ON TARGET</b></p> <p><b>ON TARGET</b></p>	Chief Executive	<p>Transformational Team established to identify, develop and support delivery of significant transformation projects across the council.</p> <p>All transformational projects have an identified lead member of COMT, Project Manager and Project Board.</p> <p>Capital Boards are now in place in each Directorate – are any issues monitored centrally or communicated to members?</p> <p>See comments in respect of Item 2.</p> <p>A range of programmes are offered through the corporate training calendar, covered at basic level and up to Prince 2 practitioner level.</p> <p>A full review has been commissioned regarding project management across the Council, the first stage is due to report to COMT in January.</p>

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5	Ensure consistent understanding and application of the council's 'corporate standards' by relevant officers.	<p>Corporate Training was arranged for all Level 1 and 2 Managers in 2006 and this has been supplemented by development of a 'corporate standards' intranet site.</p> <p>Refresher training, including training for new managers, to be made available together with implementation of a software solution that will prompt and record that relevant staff have read and understood key policies, procedures and guidelines.</p>	March 09	<p><b>ON TARGET</b></p> <p><b>ON TARGET</b></p>	Executive Director of Resources	<p>The refreshed training is to be run every 6 months. The next sessions are therefore currently being scheduled for the New Year.</p> <p>The software solution, NetConsent, is due to be piloted in early in the New Year in the Resources Directorate, thereafter it will be rolled out across the Council.</p>
6	As identified in the 2007 Corporate Assessment there is a need to improve members' systematic engagement in their own development to ensure that they are adequately skilled to provide consistent and strong community leadership.	A full and comprehensive review of Member Development has been carried out and a report is being taken to the Council's 'Members User Group' in July 2008. This will act as basis for them to give direction and approve a Member Development Strategy later in the year.	March 09 (revised to Apr 09)	<b>ON TARGET</b>	Solicitor to the Council	This issue has been the subject of an external assessment, and subsequent discussion with COMT and the Members User Group. A report is now being prepared for consideration by Standards and Governance Committee and will be presented at the 24 <sup>th</sup> April 2009 meeting.

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7	As identified in the 2007 Corporate Assessment there is a need to enhance the support provided for scrutiny functions to drive improvement through policy development work and provide a greater emphasis on user-focused challenge.	Revised overview and scrutiny process to be developed in conjunction with members, which focuses on key areas of concern in the city, and involves residents and partner organisations within the review process. Full Council in May to approve the new process, members and lead officers to be trained accordingly and OSMC in June to approve a new citizen focused inquiry programme for implementation during 2008/9.	March 09	<b>COMPLETED (MAY 08)</b>	Head of Corporate Policy and Performance	Revised process approved by Members at Full Council in May. Inquiry Plan drawn up and agreed at Overview and Scrutiny Management Committee following consultation with Local Strategic Partnership partners.