

ANNUAL GOVERNANCE STATEMENT 2015/16

SIGNIFICANT GOVERNANCE ISSUES: STATUS REPORT

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 2015-16:

	Governance Issue	Planned Action	Responsible Officer	Target Date	Status	Comments
1.	Information Governance arrangements need to be reviewed and aligned with new organisational structures and operational arrangements.	Review and implement appropriate arrangements to provide adequate organisational resources in each service area to enable compliance and oversight of information governance, to include monitoring and reviewing compliance, report breaches, ensuring action plans are implemented. An operational review is also taking place as a result of a voluntary audit by the Information Commissioners Office in January 2016. The Action Plan (as agreed by CMT) will be in effect by Sept 2016 and will address this issue.	Service Director - Legal & Governance	Sept 2016	Completed (Sept 16)	A corporate Senior Information Risk Officer (Service Director - Legal & Governance) is in place and Information Asset Owners "IAOs" (Service Directors) have been trained and put in place across the Council. IAOs are accountable to both the Information Governance Board ("IGB") and CMT for information governance compliance within their areas and are required to submit evidence of compliance on a quarterly basis to the IGB. Non-compliance will be reported to CMT. The Senior Legal Assistant (Information Governance) has been appointed as the Data Protection Officer in order to separate out the roles of the DPO and SIRO as recommended by the Information Commissioner's Office
2.	The general level of staff awareness of the existence and content of the	A 'Corporate Standards' Training programme, which will incorporate the above policies, is being	HR Strategy Manager (Organisational Development and	March 2017	In Progress-On Target	In hand as part of the Manager Toolkit and development of programmes for newly appointed

	‘Whistleblowing Duty to Act’ policy, ‘Anti-Fraud and Corruption Strategy’ and ‘Anti Money Laundering Policy’ and associated responsibilities is inconsistent.	developed and will be rolled out to managers in 2016-17.	Reward)			managers.
3.	There is need for more a formal, robust and consistent approach to succession planning, performance appraisal and performance monitoring across the organisation.	Phase 2 of the council’s management restructure (which form parts of the council’s wider Transformation Programme) will see the introduction of a more robust and consistent approach to performance management, via individual performance contracts, and will also seek to address future succession planning issues. In light of significantly reduced resources succession planning remains an issue. Note: Phase 1 of the programme involving the restructure of the senior management team was implemented in February 2016.	Council Management Team	Sept 2016	Completed	Phase 2 of the Management restructure commenced in May 2016 with the vast majority of the new posts having been appointed to. Each new post incorporates a ‘performance contract’ which sets out the required management behaviours and competencies. In addition, the Workforce Strategy (approved by Full Council in September 2016) also seeks to address the wider issues in relation to recruitment and retention, talent management and succession planning.
4.	The Partnership Code, which forms part of the council’s constitution needs to be reviewed and updated to reflect the current approach.	A new Partnership Code has been drafted and will be presented, as a supplementary report on the constitution, at the Sept 2016 Council meeting.	Service Director - Intelligence, Insight & Communications	Sept 2016	Deferred to Nov 2016	The report was not taken to the September Council meeting but has been added to the agenda for the November 2016 meeting.
5.	Reduced overall capacity and loss of some experienced staff coupled with implementation of a	To be addressed as part of the development of a Workforce Strategy to be considered in Sept	HR Strategy Manager (Organisational Development and	Sept 2016	Completed (Sept 2016)	The Workforce Strategy and Action Plan, presented to and approved by Full Council at the September 2016 meeting,

	new organisational structure will present challenges in terms of the demands on managers	2016.	Reward)			provides an overview of what is required for the Council to develop its current and future workforce reflecting the agreed operating model and the transformation programme.
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