

# Annual Governance Statement 2010-11: 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 2010-11:

	Issue	Action	Target Date	Status	Responsible Officer	Comments
1.	Guidance in respect of the governance of partnerships, including how it relates to shared services, to be reviewed and updated to reflect changing circumstances.	The Partnership Code and Toolkit, adopted as part of the Council's Constitution in 2009, is to be reviewed to ensure that it is aligned with the revised approach to partnerships as reflected in the new Southampton Connect collaborative model. Formal shared service arrangements with other authorities or organisations are generally governed via contracts or Service Level Agreements. As these expand a review may be required to consider whether a revision to the Constitution and guidance is required.	May 2012 (in the expectation that it will require a change to the Constitution and would there need to be presented at the Council's Annual General Meeting).	In Progress	Director of Economic Development / Director of Corporate Services	Shared services is a project contained within the Change Task Force programme including 'joint services with the Isle of Wight' and 'developing a clear framework for the Council for different service delivery models' (see <i>Change Programme report to 16<sup>th</sup> November Council</i> )
2.	Ensure consistent understanding of the council's corporate standards by relevant officers.	A review of corporate standards is to be undertaken to ensure that the arrangements currently in place are appropriate, robust and fit for purpose. This will then shape and inform the associated training and development activities which are targeted to commence from October 2011 onwards.	March 2012	In Progress	Director of Corporate Services	This has slipped due to the senior management restructure and other staff changes. In the new year the Head of Legal, HR and Democratic Services will start the review and a training programme will be developed to be rolled out in the Spring. The ModGov decision making software has been implemented by Democratic Services across the Council which ensures consistency of standards, approach and processes.

3.	<p>Governance arrangements in respect of the management of health and safety will not enable the provision of an appropriate level of assurance to officers and members that the health and safety compliance regime is robust.</p>	<p>Governance arrangements for health and safety accountabilities to be through a Health and Safety Management Board comprising the Chief Executive and Directors. This Board is to meet on a quarterly basis.</p>	March 2012	Completed	Director of Corporate Services	<p>A Health and Safety Board and Steering Group has now been established.</p> <p>The former comprises the Chief Executive, the Leader of the Council and Directors and meets on a quarterly basis. The last meeting of the Board was on 26/08/2011.</p> <p>The Steering Group, which comprises Director of Corporate Services, Head of Property &amp; Procurement, Health &amp; Safety Coordinators and Senior Managers representing Directorates and is charged with reviewing proposals, monitoring progress and supporting the Head of Property and Procurement in terms of implementing policies within their Directorates. This Group meets on a monthly basis.</p>
4.	<p>Changes being made to directorate and management structures in order to develop and improve the organization and ensure that effective services are delivered to its customers</p>	<p>The changes to directorate and management structures are intended to focus on delivering high quality, low cost services that meet customer needs and will be reflected in the employment (job description), constitutional and governance framework to ensure clarity of roles and responsibilities.</p>	March 2012	In Progress	Chief Executive / Director of Corporate Services	<p>The Chief Executive identified that radical organisational change was essential in order to enable the Council to substantially reshape the way that it does its business and to meet the future with confidence.</p> <p>In April 2011 a new structure was implemented with a 50% reduction in the number of Directorates and Director roles.</p> <p>In July 2011, the second phase of the organisational restructure began involving the simplification and rationalisation of management posts. In turn this established new management teams for each directorate creating fewer divisions than previously. As a consequence, this created a need to realign responsibilities across senior management and directorate support posts. This phase of the restructure commenced in October 2011.</p> <p>All of the key restructure exercises are intended to be completed September 2012.</p> <p>In relation to Adult Health and Social Care and Children's Services and Learning, the</p>

						<p>intention is not to merge the two Director roles prior to March 2013. In this period the expectation is that the two Directors will continue to develop closer working between the two directorates, which may well include merged support where appropriate. This would be done to maximise efficiencies/ improve service support and provision - i.e. further development of work that is being advanced across the Council.</p>
--	--	--	--	--	--	---