

ANNUAL GOVERNANCE STATEMENT 2009-10: 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 2009-10:

	ISSUE	ACTION POINT	TARGET DATE	STATUS	LEAD OFFICER	COMMENTS
1	The Council's Code of Corporate Governance ("CCG") is not currently subject to a formal review process	The CCG will be reviewed formally by Council's Standards and Governance Committee on a biennial basis (next review 2012). Should there be any significant actions arising from the previous review these will be reported annually.	Next biennial review - April 2012	COMPLETED	Solicitor to the Council	Standards and Governance Committee to review CCG in April 2012.
2	Assurance that the requirements of the Partnership Code and Toolkit, formally adopted in May 2009 and part of the Council's Constitution, are being consistently complied with.	Key statutory and non-statutory partnerships are required to undertake a self-assessment using the Code and Toolkit. Review and assess output and identify/communicate any learning outcomes as necessary.	Jan 2011 Mar 2011	ON HOLD	Executive Director Corporate Policy & Economic Development	In light of the Coalition Government's significant reform programme together with the comprehensive spending review, the current economic climate and the new 'City Priorities & Challenges' the Southampton Partnership Delivery Board has commissioned a fundamental 'root and branch' review of the current partnership framework. The outcome of this review (31 st March 2011) is likely to lead to a significant change in the existing arrangements and composition of the partnerships. The 'self assessment' exercise has therefore been put on hold for the time being. Internal Audit is however engaged with the Southampton Partnership Review process in an advisory / critical friend capacity.

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3	Assurance that the requirements of centralised Project Management system, developed to provide a consistent corporate approach toward project management, are being consistently complied with.	From 01 April 2010 all projects will need to comply with the principles and guidelines of PM connect. A six month progress report will be submitted to the Council's Chief Officers Management Team for review.	Mar 2011	IN PROGRESS	Executive Director of Resources	<p>The introduction of PM Connect has been well received with all parts of the Council using the system. All Project Managers are required to complete a monthly Highlight Report which provides a progress report on the project and an overall RAG status to confirm whether the project is on track. The Highlight Reports form a fundamental part of Project, Programme and Capital Boards.</p> <p>A PM Connect Questionnaire was completed in November 2010 by Project Sponsors and Project Managers with 71% rating the Council's project management arrangements as 'above average'. The process has been well adopted with regular status reports consistently completed for over 90% of projects (95% in December).</p> <p>A report, based on the findings of the review together with an associated action plan, is to be reported to the PM Connect project board and then to either COMT or the Strategic Planning Board to agree the action plan.</p>

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4	Ensure consistent understanding of the council's corporate standards by relevant officers	<p>'Corporate Standards' workshop forms part of the 2010-11 Management Academy Programme. The workshops are scheduled to commence in Sept 10</p> <p>Additional training complimentary to the Management Academy will be provided by the Solicitor to the Council on an annual rolling basis. This will initially be by targeted emails and subject to review of effectiveness by the Solicitor to the Council.</p>	<p>Apr 2011</p> <p>Mar 2011</p>	<p>IN PROGRESS</p> <p>IN PROGRESS</p>	<p>Executive Director of Resources / Solicitor to the Council</p> <p>Solicitor to the Council</p>	<p>It is intended that the 'Corporate Standards' workshop is in place for early 2011 once 'Business Metrics' module has been rolled out.</p> <p>Legal Services are currently in discussion with HR to formulate the best method of rolling out the agreed training. It is anticipated that this will take place early in the New Year, subject to resources and other corporate priorities.</p>