

# ANNUAL GOVERNANCE STATEMENT 2008-09: 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 2008-09:

	ISSUE	ACTION POINT	TARGET DATE	STATUS	LEAD OFFICER	COMMENTS
1	The council's Code of Corporate Governance needs to be subject to a formal annual review process.	Following any recommendations from the recent IDeA Ethical Governance Peer Review an annual process will be adopted by the Solicitor to the Council each year to review prior to submission to the Standards and Governance Committee each summer	July 2009 (Revised Dec 2009)  Mar 2010	<b>COMPLETED</b>  <b>IN PROGRESS</b>	Solicitor to the Council	The IDeA review did not contain any recommendations relating to the Code of Corporate Governance ("CCG").  The Code of Corporate Governance ("CCG") is to be reviewed and presented to Standards and Governance Committee in Spring 2010. Since the last formal review of the CCG a further significant and complimentary review of corporate governance arrangements has taken place under the CAA Use of Resources KLOE 2.3 which looked at 'how we promote and demonstrate the principles and values of good governance'. The Audit Commission assessment was "Good – 3 out of 4". Accordingly, yet another review so shortly afterwards was not considered to be a high priority but is now being attended to

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2	The Partnership Code and Toolkit developed by the Council in 2008-09 needs to be formally adopted.	Partnership Code and Toolkit to be formally adopted and form part of the Council's Constitution.  Communication of new arrangements to relevant officers and members.	May 2009  Dec 2009 (Revised Jan 2010)	<b>COMPLETED</b> (May 09)  <b>IN PROGRESS</b>	Solicitor to the Council  Solicitor to the Council	Partnership Code and Toolkit formally adopted by Full Council on 13 <sup>th</sup> May 2009 and now incorporated as part of the Council's Constitution.  Communication of the Code and Toolkit to officers and Members led by the Council's Strategic Partnerships Manager commencing with a presentation at the Senior Managers Conference in Dec 09 followed by a Member Briefing session on 18 <sup>th</sup> January 2010.  Partnership Register (the A-Z of partnerships) is has been developed and is being populated. The Register will identify all those statutory and non-statutory partnerships who will then be required to undertake a self-assessment using the Code and Toolkit by December 2010.
3	A 'Project Management Health Check' was commissioned and undertaken in 2008-09 which identified an opportunity to develop a more efficient and consistent approach to project and programme management.	Centralised Project Management Environment prototype (PM Connect) developed. To be formally approved and adopted across all service areas.  Provision of appropriate training opportunities in relation to the new Project Management Framework and Guidelines.	July 2009  Mar 2010	<b>COMPLETED</b> (July 09)  <b>IN PROGRESS</b>	Executive Director of Resources  Executive Director of Resources	COMT agreed that PM Connect will be adopted by all Directorates. Neighbourhoods piloted the new arrangements and it was agreed that all 'Gold' and Capital projects would be on the new system by April 2010 followed by a period of migration of other projects after that date.  The 2009-10 Management Academy programme includes "Controlling Projects the Southampton Way" (mandatory for all Chief Officers and Level 1 Managers) and "Managing Projects the Southampton Way" (mandatory for all Level 2 and 3 Managers). The sessions, which commenced in October 2009, lead managers through the new 'PM Connect' project management process.

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4	Ensure consistent understanding of the council's corporate standards by relevant officers.	<p>Delivery of the council's Management Academy Programme 2009-10.</p> <p>Pilot of the NetConsent software to be undertaken and, subject to successful outcome, to be rolled out across the council.</p>	<p>Mar 2010</p> <p>Mar 2010</p>	<p><b>IN PROGRESS</b></p> <p><b>IN PROGRESS</b></p>	<p>Executive Director of Resources</p> <p>Executive Director of Resources</p>	<p>The Management Academy Programme for 2009-10 (Year 3) runs from August 2009 to July 2010. One of the key aims of the Programme is to ensure that all managers "understand the council's corporate approach to management practice"</p> <p>The proposed pilot, that was due to commence in October within the Resources Directorate, has had to be rescheduled and will commence at the beginning of February. The objective is to ensure that the system is fully live by the 31<sup>st</sup> March 2010.</p>
5	Finalise report and action plan following the IDeA Ethical Governance Review and report to Standards and Governance Committee.	Implement Action Plan	Sept 2009	<b>COMPLETED</b> (Sept 09)	Solicitor to the Council	The action plan arising from the Ethical Governance Health Check was approved by the Standards and Governance Committee on 24 <sup>th</sup> September 2009. Identified actions to be completed by May 2010 with progress reported back to the Committee.