ANNUAL GOVERNANCE STATEMENT 2014-15: 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 2014-15:

	Governance Issue	Agreed Action	Target Date	Responsible Officer	Status	Comments
1.	The published Corporate Procurement Strategy refers to the period 2009-12	The slippage is mainly due to the implementation of the 2015 Public Contract Regulations in February 2015 and the time it has taken to understand the new regulations, whilst also briefing the organisation what it needs to do to comply with the new regulations. As a result CPR's need to be completely revised to take account of both the new regulations and the fact that Capita Procurement now manage all of the councils' procurements. In addition, we are reviewing contract management and procurement as part of our operating model work with PwC.	Dec 15 (Review status March 16)	Chief Financial Officer	IN PROGRESS	Work has been ongoing with PwC as part of the overall Transformation programme to review procurement spend, and in addition dialogue has been taking place with Capita concerning the delivery of the overall procurement strategy and savings programme for 2015/16 onwards. As these two pieces of work are a critical forerunner to a revision of the overall procurement strategy, these have taken precedence. As this work is completed, the Procurement Strategy will be refreshed to take the outcomes into account.
2.	Business continuity plans need to be reviewed and updated to reflect the high level of organisational change that has taken place and is ongoing.	A new Business Continuity Policy and associated templates have been drafted and are to be presented to the Council's Management Team in June 15 for approval. The new Business Continuity Plan template will then rolled out across the service areas (Dec 15).	Dec 15	Director of Place	**COMPLETED** Dec 15	A new Corporate Business Continuity Plan and 12 Service Business Continuity Plans are now in place. Review of these plans will take place following implementation of the new operating model.

3.	Information Governance arrangements need to be reviewed and aligned with new organisational structures and operational arrangements.	(i) Review and implement appropriate arrangements to provide adequate organisational resources in each Directorate to enable compliance and oversight of information governance, to include monitoring and reviewing compliance, report breaches, ensuring action plans are implemented.	Sept 15 (Revised date Mar 15)	(i) Head of Legal & Democratic Services	IN PROGRESS	The Senior Risk Information Officer role is now picked up within the Directorates at Business Support level however these individuals do not attend the Information Governance Board nor are they part of policy development in this area. The HLDS has reviewed the position, recognising the need for a more strategic and senior oversight to ensure there is a risk and compliance role/function that ensures the organisation is able to comply with the relevant statutory frameworks. Proposals have been submitted to CMT and are being considered.
		(ii) To compile and submit the annual Information Governance NHS Toolkit to ensure data sharing can continue.	July 15	(ii) Director of People	**COMPLETED** July 15	
4.	The level of employee understanding and awareness in respect of their responsibilities for the management of information is potentially inconsistent. Not all staff have completed the mandatory Information Governance e-leaning (including Data Protection, Freedom Of Information Act and Protecting Information). There are concerns regarding the accuracy and robustness of the training database that captures training which is being urgently investigated.	Completion of the mandatory training needs to be rigorously enforced with a sanction in the event of continued non-compliance. A revised database package consolidating the components is being investigated as is a different and more appropriate style of roll out to those colleagues who do not ordinarily access IT.	Sept 15	Head of Legal & Democratic Services	IN PROGRESS	The mandatory e-learning modules have been reduced down from four to two. In addition, 'You Tube' access has been made available for those who have no easy access to IT. This has increased compliance rates. A dedicated Leadership Group took place in October to focus on IG, breaches, best practice etc. End of Q3 has seen an improvement in compliance figures to a **53.7%** completion and pass rate across the Council.

5.	The skill and competencies of employees will need to be aligned with, and reflect, the organisational needs going forward.	Development and delivery of a standard Corporate Induction Programme for new employees.	Dec 15	Head of Strategic HR	**COMPLETED** Oct 15	New Induction Checklist and associated manager's guide approved and published on intranet
		Development of a management template identifying the standard required competencies and skills required. To incorporate ongoing learning requirements in respect of awareness of key policies and processes.			**COMPLETED** Dec 15	Performance will form a key part of the job description and person specifications for the new posts.
		Assessment of chief officer graded employees and leadership development plans put in place			**COMPLETED** Dec 15	The assessment, in respect of the Strategic and Operations components (top structure Phase 1) was completed in December 15 and implemented from 1st February 2016. Development plans and framework contracts are being put into place and will finalise the Phase 1 structure.
6.	Some of the documents, policies and strategies referred to in the published Code of Corporate Governance have since been updated.	Review and update document to ensure that it refers to current documents, policies and strategies	May 15	Head of Legal & Democratic Services	**COMPLETED**	Review of the Code of Corporate Governance is an ongoing process.