

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 in updating the document 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.	Dec 15	Service Director - Strategic Finance and Commercialisation	COMPLETED	All senior managers were briefed (April 15) on the key provisions of the new Public Contracts Regulations 2015. The council's approach to procurement has changed with Capita Procurement now managing all of the councils' procurements. The document referred to is now therefore obsolete. The council's strategic approach to procurement is addressed up as part of the Phase 2 Management Restructure
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	Service Director - Transactions & Universal Services	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	(i) Review and implement appropriate arrangements to provide adequate organisational resources in each Directorate to enable compliance and oversight of information governance, to	Sept 15 (Revised date Mar 15)	(i) Service Director - Legal & Governance	Carried forward to 15-16 AGS	An operational review is taking place as a result of a voluntary audit by the Information Commissioners Office in January 2016. The Action Plan (as agreed

	arrangements.	include monitoring and reviewing compliance, report breaches, ensuring action plans are implemented. (ii) To compile and submit the annual Information Governance NHS Toolkit to ensure data sharing can continue.	July 15	(ii) Service Director – Adults & Housing / Service Director - Children & Families	COMPLETED July 15	by CMT) will be in effect by September 2016 and will address this issue.
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-learning (including Data Protection, Freedom Of Information Act and Protecting Information).	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	Service Director - Legal & Governance	COMPLETED Mar 16	Completion of the e-learning modules is a mandatory requirement for all employees with 'You Tube' access available for those who have no easy access to IT. An Information Governance e-learning report is produced on a periodic basis to track and monitor compliance. In addition a dedicated Leadership Group took place in October 2015 to focus on IG, breaches, best practice etc.
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. 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. Assessment of chief officer graded	Dec 15	HR Strategy Manager (Organisational Development and Reward)	COMPLETED Oct 15 COMPLETED Dec 15	New Induction Checklist and associated manager's guide approved and published on intranet Performance will form a key part of the job description and person specifications for the new posts. Restructure of the senior

		employees and leadership development plans put in place			COMPLETED Feb 16	management team from 21 to 13 was implemented in February 16 with Phase 2 of the management restructure commencing in May 16.
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	Service Director - Legal & Governance	COMPLETED Apr 16	Review of the Code of Corporate Governance is an ongoing process.