STATEMENT ON INTERNAL CONTROL 2006/07 - ACTION PLAN: Status Report

The following document summarises the actions taken in respect of the significant control issues identified on the 2006-07 SIC.

	ISSUE	ACTION POINT	TARGET DATE	STATUS	LEAD OFFICER	COMMENTS
1.	An appropriate governance framework for partnerships is in place but not consistently implemented.	A list of significant partnerships is to be collated.	End July 2007	**IN PROGRESS**	Policy Co-ordinators	An initial list of key partnerships between the City Council and third parties has been collated. Work is currently underway to ensure that all "significant" partnerships are included on this list and that they are identified in an appropriate and consistent way.
		'Fit for purpose' reviews of significant partnerships are to be undertaken to ensure that they are compliant against the governance framework.	Wave 1 to be completed end September 2007	**COMPLETED**	Head of Corporate Policy & Performance	The Wave 1 health-checks have been completed for key 'Southampton Partnership' sector partnerships. Individual health-check reports have been sent to the respective chairs and managers of the Children and Young People's Strategic Partnership, the Health and Social Well Being Partnership, the Later Years Partnership, Safe City Partnership, Skills and Employability Board and the Southampton Information Training and Employment Service. The headline results were reported to the Southampton Partnership's Delivery Board on the 5th July 2007 and the Partnership Managers Group on the 25th July 2007.

| | | Revised target date March 2008 | **IN PROGRESS** | Head of Corporate Policy & Performance | A Partnership Development Programme is in progress to address the key issues identified by the health-checks. This programme is due to be completed by the end of March 2008. The results will be used to update current good practice guidelines. In addition, a series of briefings on the 're-launch of the partnering framework' will help to further raise awareness of the key partnership development and embed the use of the Partnering Framework tool. |
| | A scaled down governance framework appropriate for other partnerships to be developed. | End October 2007 | **COMPLETED** | Head of Corporate Policy & Performance | A scaled down framework has been developed containing 31 key partnership issues rather than all of the best practice statements contained within the full Partnering Framework, which was applied earlier year in the year to all key sector partnerships which make up the Southampton Partnership as a first wave of Fit for Purpose reviews in this area. The framework has yet to be fully rolled out. |
| | 'Fit for purpose' reviews, policy guidance, etc. to be made available to all Members, officers and partners, for roll out and application across the organisation. | End October 2007 | **COMPLETED** | Policy Co-ordinators | The results of the Wave 1 Fit for Purpose reviews have been reported to the Chief Officers Management Team, Southampton Partnership Delivery Board, sector partnerships and are available, together with policy guidance on the Partnering Framework tool and guidelines for the health-check process on the Southampton Partnership website.

Meetings have also been held with members of the partnership managers group to keep them |

						informed of progress and members have been updated through the Executive Business report to Full Council. Status is subject to the progress and outcome of the actions listed above.
		A comprehensive review of the role of members in sector partnerships will be undertaken in the light of the Local Government White Paper, the forthcoming Public Involvement in Health Act and the roll out of the Fit for Purpose review.	End March 2008	**ON TARGET**	Solicitor to the Council and Head of Corporate Policy & Performance	
2.	The Risk Management Action Plan for 2006-07 was delivered with the exception of one item that was deferred. It is recognised however that additional work is required to further embed risk management into the culture of the organisation and to further refine both the content and use of risk registers.	A risk management progress report, including an action plan for 2007/08, is to be submitted to the Audit committee for approval in Jun 2007. The action plan will be progressed through the 'Risk Management & Controls Assurance Group' with a periodic update to the Audit Committee.	Bi-annual report to Audit Committee	**COMPLETED**	Risk & Assurance Manager	Report to Audit Committee 24th January 2008 summarising progress against the 2007-08 Risk Management Action Plan.
3.	A review of the Council's Code of Corporate Governance was undertaken in 2006 however the outcome of the review was not taken to Standards and Governance Committee.	The updated Code of Corporate Governance is to be taken to Standards & Governance Committee meeting in June 2007.	June 2007	**COMPLETED**	Assistant Solicitor to the Council	Report taken to Standards & Governance Committee on 29th June 2007 asking that they consider the updated Code of Corporate Governance (CCG), make any revisions considered appropriate and approve a final version. It was resolved that that the draft Code of Corporate Governance be approved.

| 4. | Significant progress has been made in respect of improving and further developing contract management arrangements. This included a 'Project Management Skills Audit' from which a range of project management learning interventions were developed and offered to those managers and officers responsible for projects. Further work is however required to ensure that a consistent approach to contract management is adopted across all business area. | To ensure that those managers and officers responsible for projects are appropriately skilled and any training requirements are addressed via the delivery of Learning and Development plans.

Directorate Learning Plans should continue to reflect this area of training and relay needs to the HR Client to ensure the work is programmed and planned with our partner for 2008-09 | Throughout 2007-08 as necessary

February 2008 | **ONGOING**

ON TARGET | All Managers

All Managers | All Level 1, 2 or 3 Managers are required to participate in the Southampton City Council Management Academy – one of the modules for the 2007-08 programme is 'Managing Change – Project Management Overview'. The module looks at 'how to improve the impact of change and see increased realisation of benefits through Programme Management and Project Management best practice'. This work is supported by Project Management Guidelines for Managers that are available on the intranet and comply with best practice standards.

In addition, a range of project management learning interventions has been developed and is offered to those managers and officers responsible for projects. This includes:

• 'Project Management' (The basics) - 1½ day course;

• Planning in a Project Environment - 1 day practical course including the application of MS project;

• Management of Risk in a Project Environment - ½ day workshop;

• Laying Good Project Foundations – starting up and initiating projects, processes and controls - 1 day workshop;

• Project Management – the day to day - ½ day workshop for project/team managers; |

						• 'Effective Project Management'
						  - E-Learning training package;
						
						• Prince2* Foundation
						  - 3 day course; and
						
						• Prince2* Practitioner
						  - 3 day course.
						
						*PRojects IN Controlled Environments - a project management methodology covering the management, control and organisation of a project

		In addition, Contract Procedure Rules are to be updated and communicated to all staff.	December 2007 *Revised* Target date May 2008	**IN PROGRESS**	Solicitor to the Council	
5.	The Internal Audit Action Plan for 2005-06 was delivered however a further action plan is required to meet the revised "CIPFA" Code of Internal Audit Practice 2006.	An action plan, with target dates, is in place to demonstrate compliance with all aspects of the "CIPFA" Code of Internal Audit Practice. Regular progress reports are submitted to the Audit Committee.	December 2007	**COMPLETED**	Chief Internal Auditor	Review to be undertaken by the Audit Commission in January 2008. In addition, a peer review to be undertaken within 2007-08 which will confirm progress.
6.	ITS Disaster Recovery - although data is secure there are no arrangements in place to quickly replace or replicate the computer suite in the event of a disaster.	Ensure that adequate provision is made within the strategic services partnership or alternative model to promptly address this issue and meet the Council's business requirements.	July 2007	**COMPLETED**	Head of ITS	The delivery of the functional Disaster Recovery Service will be delivered by Capita in quarter 3, 2008. Capita will implement their plan as outlined in the Service Delivery Plan in the third quarter of 2008. During the interim SCC will continue to accept the risk as accepted by Cabinet in March 2007.

| 7. | Ongoing action is required to ensure that all staff are aware of "corporate" policies and procedures and in particular those directly relevant to their jobs. Corporate Training was arranged for 2006 and is ongoing for all Level 1 and 2 Managers on Corporate Standards, including key Financial Standards. A 'corporate standards' intranet site has also been developed. | Further develop the Corporate Training provided 2006. Identify and develop a suitable form of communication of other associated corporate policies or procedures that all staff should be aware of i.e. Whistle blowing (Duty to Act) Policy, Register of Employee's Outside Interests, recording of Gifts or Hospitality etc. | End October 2007 | **IN PROGRESS** | Head of Human Resources | All policies are currently being reviewed and it is hoped that NetConsent will be rolled out to all employees who have access to computers by the summer of 2008. This will ensure that relevant policies are emailed and a system of acceptance and 'testing' is in operation.

Items such as those listed below are Team Briefed in Corporate Corners of Directorate Briefs on a regular basis.

We will also look at this area in terms of staff induction.

When the Management Academy Training schedule for 2008-9 is finalised this will also be incorporated.

Other associated corporate policies or procedures that all staff should be aware of have been communicated as follows:

<u>Anti Fraud & Anti Corruption</u>
• Policy and Strategy updated and aligned with the updated Staff Code of Conduct;
• Updated intranet/internet pages;
• Article in members weekly bulletin;
• Briefing session with each of the Directorate Management Teams;
• Article provided for inclusion in Directorate Team briefs;
• Article in staff 'In View' magazine - 'Working together to combat fraud'.

<u>Duty to Act</u>
• Updated policy to include new 'Duty to Act' mailbox;
• Updated Intranet/Internet pages;
• Article in staff weekly bulletin; |

Gifts & Hospitality / Register of

					• Referred to during course of the briefing sessions with the Directorate Management Teams; • Reference to Duty to Act in the 'In View' article - 'Working together to combat fraud'; Gifts & Hospitality • Referred to during course of the briefing sessions with the Directorate Management Teams; • Item in Team Briefs HR is currently exploring other electronic communication options in respect of the above issues.