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	**COMPLETED**	Policy Co-ordinators	An initial list of key partnerships between the City Council and third parties collated.
		'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	Wave 1 health-checks completed for key 'Southampton Partnership' sector partnerships. Individual health-check reports sent to the respective chairs and managers. Headline results reported to the Southampton Partnership's Delivery Board and the Partnership Managers Group in July 07.
		A scaled down governance framework appropriate for other partnerships to be developed	End October 2007	**COMPLETED**	Head of Corporate Policy & Performance	Scaled down framework developed containing 31 key partnership issues 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.
		'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	Results of the Fit for Purpose reviews reported to the Chief Officers Management Team, Southampton Partnership Delivery Board and sector partnerships. Guidance on the Partnering Framework tool and the health-check process on the Southampton Partnership website. Meetings held with members of the partnership managers group to inform them of progress and members updated via report to Full Council.

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		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.	October 2008.	**See Item 2 on the Annual Governance Statement 2007-08.**	Solicitor to the Council	The 2007-08 Annual Governance Statement has recognised that there is an inconsistent approach in terms of the governance of partnerships

A Partnership Protocol and Toolkit is being developed and progress will be monitored via periodic updates to the 'Controls Assurance Management Group'. |
| 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 the risk registers. | Risk management progress report, including an action plan for 2007/08, to be submitted to the Audit committee for approval in Jun 2007. | 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.

Further reviewed and updated in May 2008 in accordance with latest CIPFA/SOLACE guidelines |

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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.	Throughout 2007-08 as necessary	**ONGOING**	All Managers	All Level 1, 2 and 3 Managers are required to participate in the Southampton City Council Management Academy. One of the modules in the 07-08 programme was 'Managing Change – Project Management Overview'. The module looked at 'how to improve the impact of change and see increased realisation of benefits through Programme Management and Project Management best practice'. This is supported by Project Management Guidelines on the intranet.
		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	February 2008	**COMPLETED**	All Managers	In addition a range of project management learning interventions have been developed and made available including: • 'Project Management' - The basics; • Planning in a Project Environment; • Management of Risk in a Project Environment; • Laying Good Project Foundations – starting up and initiating projects, processes and controls; • Project Management – the day to day; • 'Effective Project Management' (e-Learning training package_; • Prince2 Foundation and Practitioner courses.
		In addition, Contract Procedure Rules are to be updated and communicated to all staff.	December 2007 *Revised* Target date May 2008	**COMPLETED**	Solicitor to the Council	Report being taken to Full Council in May 2008 recommending adoption of new CPRs.

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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.	March 2009.	**See Item 5 on the Annual Governance Statement 2007-08.**	Head of Human Resources	All policies are being reviewed and NetConsent will be rolled out to relevant employees in 2008. This software solution will prompt and record that relevant staff have read and understood key policies, procedures and guidelines. When the Management Academy Training schedule for 2008-9 is finalised this will also be incorporated. Items such as those listed below are Team Briefed in Corporate Corners of Directorate Briefs on a regular basis. They have also been communicated as follows:

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					Anti Fraud & Anti Corruption • Policy and Strategy updated and aligned with Staff Code of Conduct; • Updated intranet/internet pages; • Article in members weekly bulletin; • Briefing session with each Directorate Management Teams; • Article for inclusion in Directorate Team briefs; • Article in 'In View' magazine - 'Working together to combat fraud'. Duty to Act • Updated policy to include new 'Duty to Act' mailbox; • Updated Intranet/Internet pages; • Article in staff weekly bulletin; • Referred to during course of the briefing sessions with the Directorate Management Teams; • Reference to Duty to Act in the 'In View' article; Gifts & Hospitality / Register of Employee's Outside Interests • Referred to during the course of the briefing sessions with the Directorate Management Teams