

Local Code of Corporate Governance

Action Plan

(incorporating actions from the Annual Governance Statement 2009/10 *)

Issues and Actions	Timescale	Responsible Officer	Position
<p>* Continue to review the Local Code of Corporate Governance in accordance with updated guidance and to undertake any outstanding work during the year</p> <p>(22)</p>	<p>½ yearly review</p>	<p>Head of Legal & Democratic Services</p>	<p>Revised Code of Corporate Governance considered by Standards Committee on 28/5/08, considered by Audit Sub-Committee on 18/6/08 and approved by Full Council on 3/7/08.</p> <p>External peer assessment of the Council's Corporate Governance function carried out by SOLACE – April 2009</p> <p>Since approval, the Action Plan has been reviewed and updated by Senior Officer Group on a six monthly basis. The last occasion was on 17/5/10 and this was considered by Audit Sub-Committee on 16/6/10 and Standards Committee on 15/6/10</p>
<p>* Ensure that we continue to manage performance effectively, by the development of the Council's performance management system and review of the performance management arrangements following the removal of the National Indicator set by the Government and the establishment of one suite of performance data to report on from April 2011</p> <p>(16)</p>	<p>March 2010</p>	<p>Head of Finance & Property Services</p>	<p>Quarterly performance reports are presented to policy committees that outline levels of performance by exception and comparisons with other Councils, where appropriate. The reports will recommend actions to address any areas of under performance.</p> <p>The Ten Performance Management system is now in place and reports have been produced from 1st Quarter of 2009/10. The performance management system continues to be developed as the primary source of information on the performance of Council Services. This includes the development of comparable performance information with other Councils.</p>

Issues and Actions	Timescale	Responsible Officer	Position
<p>* Ensure that the Council recognises more clearly its duty to promote equality and opportunity – to deliver the key actions under the Corporate Equality and Fairness Scheme Action Plan that includes the completion of Equality Impact Risk Assessments (EIRA) on Council policies</p> <p>(45) (52)</p>	<p>March 2011</p>	<p>Head of Finance & Property Services</p>	<p>Training on EIRA's has been extended throughout the Council. The framework for completing EIRA has been reviewed, enabling a consistent approach to be adopted. An action plan is in place to manage the assessments during 2010/11.</p> <p>A peer assessment was completed by the IDeA in February 2010 that confirmed the Council had reached 'Achieving' status under the National Equality Framework.</p> <p>An Annual Report on progress made on the Council's Equality & Fairness Scheme was considered by the Council in April 2010. This included an Action Plan that addressed the areas identified in the IDeA Peer Assessment.</p>
<p>* Members' training and development programme to be reviewed and Action Plan implemented</p> <p>(42) (43) (44)</p>	<p>Ongoing</p>	<p>Head of Legal & Democratic Services / Head of Finance & Property Services</p>	<p>Training activities have been organised including sessions for Development Control / Standards / Licensing and Appeals Sub-Committee Members. Courses also include Health & Safety, Equality & Fairness and Performance Management.</p> <p>Briefing sessions have been provided for all Elected Members from each Head of Service – Summer 2010.</p> <p>E-learning resources available for all Elected Members through the Learning Pool (formerly developed through the IDEA).</p> <p>Members have approved role profiles and personal development plans which have been undertaken during the municipal year.</p> <p>On 9/9/10, Finance & Management Committee established a Members' Working Panel comprising of the Groups' Training Champions to further develop the Member Development Programme, including working towards the East Midlands Regional Councillor Development Charter Standards and the formulation of a structured Induction Programme for all Members for implementation following the District Council Elections in May 2011.</p>

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* Maintain and strengthen current partnership arrangements – Research options available to develop a Good Practice Protocol for partnership working (3) (18) (19) (27)	March 2011	Head of Finance & Property Services / Head of Leisure & Community	We have strong partnership working through the COMPACT and the SDP along with good partnership working in other areas. We are currently undertaking an audit of partnership arrangements in October 2010 and we will implement the recommendations put forward as part of this audit.
Support development of Community / Parish Plans (3)	March 2011	Head of Leisure & Community	Ongoing support for Plans. Community Partnership Officer continues to provide support to Parish Councils who are at different stages of progress. South Derbyshire Partnership has provided £1,500 to further support process.
Develop Service Standards across all service areas (5)	March 2011	All Heads of Service Lead by Head of Finance & Property Services	Director of Corporate Services to arrange a Working Group to develop service standards for outstanding areas.
* Implementation of an Action Plan to undertake the outcomes of the Place Survey (17) (50)	March 2011	Head of Finance & Property Services	An Action Plan to take forward the outcomes of the Place Survey was approved by the Finance & Management Committee on 16/2/10. We have been making progress against the Action Plan in 2010. However, since this was approved, the Place Survey has been removed by Central Government. A proposal to undertake a programme of consultation will be submitted to the Council in November 2010.
Financial Regulations to be reviewed and Contract Procedure Rules to be reviewed (9)	March 2011	Head of Finance & Property Services	A key investment priority for the Northgate Partnership is to upgrade procurement and the processes around it, mainly stemming from the upgrade of the Financial Management (Agresso) System. This will lead to a review of tendering limits and authorisation levels for invoices and orders as processes are streamlined and become more electronic. Any proposed changes to tendering limits would need to be reported to and approved by Full Council. Review and implementation remains March 2011.

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Review Officer Code of Conduct when National Guidelines issued (21)	March 2011	Head of Finance & Property Services / Head of Legal & Democratic Services	Consultation document has been provided and Council has submitted a formal response. Awaiting national guidelines.
Abolition of the statutory ethical framework (21)	May 2011	Head of Legal & Democratic Services	The Localism Bill sets out plans to abolish the Standards Board regime and replace it with a requirement for Members to register and declare financial interests. An Action Plan will be developed to implement the proposals following enactment, however in the interim, a report will be submitted to Full Council on the recommended adoption of a voluntary Code of Conduct to address the abolition.
* Adopt Revised Member Code of Conduct when legislation introduced (21)	March 2011	Head of Legal & Democratic Services	Response to consultation document has been approved and submitted by Full Council.
* Create a scheme for responding to petitions received (52)	January 2011	Head of Legal & Democratic Services / Head of Finance & Property Services	A Petition Scheme was approved by Council on 20/5/10, becoming effective on 15/6/10, with an electronic scheme to be available from December 2010.
Overview and Scrutiny Committee to review arrangements and develop an Action Plan (28)	March 2011	Head of Legal & Democratic Services	External peer assessment of the Council's Overview & Scrutiny function by Cherwell Borough Council – April 2009. Report considered by the annual Overview and Scrutiny focus session on 20/10/09 and by Council on 12/11/09, with consequential revisions made to the Constitution. Annual focus session with Officers and Members on 15/6/10 to establish 2010/11 work programme.
EIRA screening assessment of policy documents (45)	March 2011	Head of Finance & Property Services	This work has continued across the Council. A plan is in place to assess all new policies and to complete all scheduled EIRA's during 2010/11.

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Review Corporate Equalities and Fairness Scheme and Action Plan (45)	March 2011	Head of Finance & Property Services	This has been completed and the Council was assessed at 'Achieving' status under the National Equality Framework in February 2010. Following the assessment, an additional review has been completed of the Corporate Equalities and Fairness Scheme that was reported to Committee on 29/4/10. Action Plan to be implemented by 31/3/11.
Promotion of Corporate Vision, Values and Priorities (1) (23)	March 2011	Head of Finance & Property Services	Promotional work continues to take place and includes a staff magazine, posters around Council buildings, Council website, Corporate Identity Guidelines ensuring the consistent use of the Vision and Values, publications made available at published events like Area Forums, etc. A programme of campaigns to promote the Council agreed priorities were approved by the Council in April 2010 and Action Plans in place that continue on each campaign until March 2011.
* To ensure that Risk Management is embedded into the culture of the Council (35)	March 2011	Head of Finance & Property Services /	Completed. Framework updated last year to ensure risk is managed throughout the Council and all of its functions.