

PROGRESS ON ANNUAL GOVERNANCE STATEMENT 11/12 ACTION PLAN FOR IMPLEMENTATION 2012/13

No	Action	Lead Officer	Original Comments	Original Date	Progress & Comments as at 30/11/12
1.	Strategic management of continued organisational change in respect to the co-operative council and continued development and implementation of revised governance framework (encompassing the corporate governance structure incorporating information, information technology, partnership and project governance).	Managing Director and SMT	Agreeing the revised governance requirements and incorporating into any changes to the Constitution, strategies and policies. Endorsing an awareness programme for officers and members.	Ongoing 31/03/13	Ongoing No date change Will look to e-learning to develop awareness and training programme.
2.	Managing Decision making: a) Implementation of the revised officer governance arrangements; b) Clarifying officer/member roles & responsibilities including delegations c) Other constitution changes to reflect the revised organisational structures & ways of working d) Preparations for the revised external audit arrangements.	Assistant Director Law, Democracy & Public Protection and Assistant Director Finance, Audit & IG	This action develops further the implementation of previous actions in respect to the Constitution and revised external audit arrangements.	(a), (b) and (c) by 31/03/13 (d) – will need to respond to consultations on the proposed future changes during 12/13.	Changes required in respect to (a), (b) and (c) – some have been implemented through the delegation to the Assistant Director Law, Democracy & Public Protection. Other scheduled as part of full review for implementation for the new municipal year 13/14. (d) – ongoing as implementation not due until 2016/17.
3.	<ul style="list-style-type: none"> • Review of our Workforce Development priorities and delivery • Continue to review and update the management competencies and skills required in the revised organisation. Review of HR policies and processes to support the organisational changes. 	Assistant Director Customer and People Services	A restructure in these areas is planned for May/June 2012 with implementation Autumn 2012. Review work will then continue to reflect the needs of the organisation.	31/03/13 and on going	People Services restructure due to be fully implemented by January 2013. Completion of the review of workforce development priorities & delivery by 31/03/13. Other activities ongoing to support the Co-operative Council & new ways of working.

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4.	Information governance: (a) continuation of the training and awareness programme; and (b) the implementation of any actions arising from directions from the ICO	Assistant Director Finance, Audit & IG Director Children's Services/SMT		On-going 31/07/12	Ongoing with further use of e-learning to be implemented in Spring 2013. Still some outstanding internal actions from cases referred to the ICO. Revised deadline 31/03/13
5.	Implementation of improvements to the Financial management system	Assistant Director Finance, Audit & IG	To implement the improvements identified during the annual audit review overseen by the Steering Board	31/10/12	Complete. Further developments and associated training scheduled.
6.	Develop the governance arrangements for the Health & Well Being Board and transfer of Public Health	Assistant Director Social Care Specialist	Shadow Board 12/13 and prepare for transfer of Public Health April 2013 and associated governance arrangements.	31/01/13	Action Plan in place to ensure governance ready and appropriate for 01/04/13. Training being provided to members of the Health & Well Being Board. Revised date 31/03/13