

2012/13 ANNUAL GOVERNANCE STATEMENT ACTION PLAN – PROGRESS AS AT 31st DECEMBER 2013

No	Action	Lead Officer	Comments when AGS agreed	Original Target Completion Date	Updated Position as at 31/12/13
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 31/03/14 Note – final constitution changes to be in place by May 2015	Constitution review continuing with member working group and changes to strategies and policies. Updates to officers and members as and when required. On going 31/03/14 and beyond. Urgent constitution amendments are made when required. The full constitution review will be concluded by May 2015
2.	Managing Decision making: a) Outstanding constitutional changes to reflect the revised organisational structures & ways of working b) Preparations for the revised external audit arrangements.	AD Law, Democracy & People Services and AD Finance, Audit & IG	This action develops further the implementation of previous actions in respect to the Constitution and revised external audit arrangements.	(a) 31/03/14 - Note – final constitution changes to be in place by May 2015 (b) – will need to respond to consultations on the proposed future changes during 13/14.	(a) On target – see comments above regarding constitution changes. (b) Consultation on secondary legislation provided for deadline of 20/12/13. Others to be provided as required.
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 and People Services restructure. 	AD – Law, Democracy & People Services	People Services has been fully restructured and implemented and interviews for an Organisational Development and Talent Manager will hopefully be appointed to on 15 th May. The post is critical in taking a lead on workforce development and management development. A workforce plan for children's services has already been completed in line with	31/03/14 and on going	Organisational Development and Talent Manager appointed and developing the service and workforce policies in consultation with service managers along with a revised learning and development plan. Further restructure of People Services launched 25/10/13 and closed 09/12/13. New structure to be in place by 21 st January 2014 which puts further emphasis on workforce development and policy redesign Review of policies and procedures

			Ofsted requirements. A review of HR policies has commenced with priority being given to sickness absence and capability policies. A number of other policies have been redesigned and reduced to maximum of 4 pages to make them more accessible and more business relevant. Work to 'lean' the recruitment process from start to finish commences in June.		<p>underway – priorities for policy review agreed with SMT. Negotiations underway with Trade Unions on Sickness Absence. Other policy changes already implemented. Next set of policies for review include Grievance and Capability along with a revised PPD process</p> <p>A new lean recruitment process supported by technology will go live at the end of March delivering further efficiencies and some cashable savings</p>
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4.	Further develop the governance and decision making arrangements for the Health & Well Being agenda and the transferred health services including Public Health	Director: Care, Health & Well-Being	Further clarification required of the governance (including clinical governance) and decision making routes for transferred Public Health and other Health services to meet the Health & Well Being Strategy.	31/12/13	<p>Public Health services are now fully embedded within the Council, with a Director of Public Health in place. Health & Wellbeing Board is well established.</p> <p>Complete</p>
5.	Implement the action plans from the Ofsted and Care Quality Commission (CQC) inspection reports (Safeguarding, Services for Looked after Children, Fostering Services, Children's Centres and Adult Care Provider Services).	Director: Children & Family Services and Director: Care, Health & Well-Being	This action plan is particularly focussed on any recommendations that improve the governance arrangements in these areas.	Various dates throughout 2013/14	<p>Action plans being implemented and progress on target.</p> <p>On the 23.9.2013 the CQC confirmed that Downing House had fully implemented its action plan. This means that all of the Council's registered care services for adults are considered fully compliant with the standards set out by CQC</p> <p>Whilst T&W Council is primarily a commissioner of care services, the Council does directly provide some care services which are registered and inspected by the CQC. In 2013/14 CQC undertook the following inspections and</p>

					<p>the outcomes were:</p> <p>a) Intermediate Care - Domiciliary Care – All standards met following inspection – 22.2.2013</p> <p>b) Carwood Residential Home – All standards met following inspection on 2.1.2014</p> <p>c) Downing House Residential Home - All standards met following inspection on 22.9.2013</p> <p>The following registered services were not inspected in 2013/14. When last inspected they were rated as follows:</p> <p>d) Shared Lives - Adult Placement Scheme – Last inspection rated “excellent” Community Services – Learning Disability, Domiciliary Care – Last inspection rated “excellent”.</p>
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6.	Agree and implement the appropriate governance arrangements in respect to the Commercial Projects which form part of the income generation programme.	Managing Director	An internal Commercial Board has been set up to oversee the development and implementation of key commercial projects (including the set up and design of the associated governance arrangements).	On going during 2013/14	The Commercial Board was established to oversee the development and implementation of commercial projects. A number of projects are now in the process of being implemented. Commercial Board required from November 2013 to provide updates to the Audit Committee as part of non-executive Member oversight.