

AGS ACTION PLAN FOR 2017/18 for IMPLEMENTATION during 2018/19

No	Action	Lead Officer	Comments
1.	Continued strategic management of organisational change in respect to "Being the Change", continued reduced budgets, revised structures and commercial/ business approach which links to the continued development and implementation of revised governance framework.	Managing Director and SMT	<p>"Being the Change" One year on document produced March 2017 and further actions to be taken during 2017/18. Being the Change Part 3 to be in place April 2018</p> <p>Service and work force planning sessions took place in early 2018 and this has also been used to feed into the annual audit planning.</p> <p>Consultation on savings for 2018/19 and 2019/20 proposals will continue.</p>
2.	Preparations for the revised external audit arrangements.	AD Finance & Human Resources/ AD Governance, Procurement & Commissioning	<p>The PSAA procurement process is complete and T&W external auditors for 18/19 onwards are Grant Thornton. A meeting is to be held with them regarding their expectations.</p> <p>Continuing to work towards an updated final accounts timetable Draft accounts by 31st May (instead of 30th June) and audited accounts by 31st July instead of 30th September.</p> <p>Tender exercise underway for the recruitment of External Auditor to undertaken benefit subsidy claim. This is due to be completed by June 2018.</p>
3.	<p>Implementation the Workforce Development plan, succession planning and priorities following restructure in Organisational Delivery & Development.</p> <p>Continue to update the management competencies, skills and associated training to meet revised organisational requirements.</p> <p>Review of Human Resources policies and procedures to support the priorities and organisational change.</p>	Managing Director & AD Finance & Human Resources	<p>Learning & Development Manager is leading on this to support the organisation to embed workforce development plans, succession planning/single points of failure and training to support management competencies and skills.</p> <p>Human Resources policies have been prioritised and are being revised and renegotiated in line with these priorities.</p> <p>Corporate Workforce Development Plan has been agreed by SMT.</p> <p>AD's workforce plans are in place.</p> <p>Future Leaders programme is underway.</p>

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	121 framework to be adhered to across the Council		<p>Top 10 L&D needs are being delivered.</p> <p>Leadership & Management programme to commence April 2018.</p> <p>New approach to apprenticeships is in place.</p> <p>This year's certificate identified that due to reduced staff there are single points of failure, this is being managed through the sharing of information and issues fed into learning & development plans.</p> <p>Future Leaders have devised a new 121 framework to be used in 18/19 .</p>
4.	Continue to deliver the improved processes and associated governance to deliver savings and service improvements across Early Help & Support (includes Adult Social Services).	AD: Adult Social Services/ AD Governance, Procurement & Commissioning	<p>A comprehensive reporting structure has been developed and is in place whereby, on a monthly basis, there is an officer Cost Improvement Plan meeting chaired by an Assistant Director to review progress.</p> <p>Teams have been assigned targets linked to the cost improvement plan. These targets will be used to determine sufficiency plans for placements over a four year period.</p> <p>There is a detailed Financial Monitoring Summary produced by the Finance Team and progress is reported to a Managing Director Challenge Group (chaired by the Managing Director with the Director for Children's and Adults Services, two Assistant Directors and a representative of the s151 officer).</p> <p>Following this progress is reported to a Member Challenge Group attended by the MD Challenge Group portfolio holder for Children & Adults, the portfolio holder for Finance, Commercial Services and Economic Development and the Chair of the Health & Adult Social Care Scrutiny Committee</p> <p>The Brokerage and Contract teams will focus upon driving out further efficiencies through effective procurement.</p>

No	Action	Lead Officer	Comments
			<p>The Council will continue to develop the usage and governance of the Better Care Fund.</p> <p>A project structure including governance and resources has been agreed by SMT for the implementation of one ICT system for children's and adults services over the next 2 years. Procurement costs have been minimised by joint working with Shropshire Council.</p>
5.	Implement the governance aspects of the improvement plans arising from external reviews	Director: Children's & Adult Services and Director – Customer, Neighbourhood & Well-Being Services	<p>Any governance issues arising from other external reviews during 2017/18 will be monitored by Senior Management.</p>
6.	Ensure that senior management (including SDM's) engage and supports the implementation of the GDPR information governance requirements within their service areas.	SIRO/SMT & SDM's	<p>Information on requirements has been provided to SMT and has been updated. SMT have agreed a GDPR implementation plan which will be discussed at all management teams over the next few months.</p> <p>An intranet page has been developed and Learning & Development are supporting Ollie modules based on guidance produced. May 2018.</p> <p>This year's certification process shows that service areas are reviewing their processes to ensure compliance with GDPR.</p>
7.	Ensure that the website contains relevant current information and is kept up to date.	AD Customer & Neighbourhood Services	<p>There is a new Intranet being implemented across the council, it has been identified as part of this year's certification process that teams are waiting for this update to avoid duplication. Training has been provided for authors as to how they can update their intranet pages following implementation of the new system.</p> <p>It has also been identified that Service areas are reviewing webpages to ensure they are GDPR compliant</p>

No	Action	Lead Officer	Comments
8.	Continue to develop and implement appropriate governance arrangements to support commercial projects.	Managing Director & SMT	Governance processes in place and robust business cases and funding approvals are required for all activities. Work on-going on this action.