Chorley Council

Report of	Meeting	Date
Head of Governance	Governance Committee	16 January 2014

ANNUAL GOVERNANCE REPORT 2013 – PROGRESS REPORT

PURPOSE OF REPORT

1. This report updates Members on the progress made in implementing the Council's Annual Governance Statement with provides for improvements to the Council's Governance arrangements.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. In June 2013, the Committee approved the council's Annual Governance Statement. This provided a number of pieces of work which implemented would enhance the Council's Governance arrangements.
4. Attached to this report is the AGS and a position statement for each project.

Confidential report Please bold as appropriate	Yes	**No**

CORPORATE PRIORITIES

5. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	X

BACKGROUND

6. In accordance with statutory requirements, the Council published their Annual Governance Statement which was prepared and adopted having had reference to a review of the effectiveness of the existing systems of Governance. The AGS made a number of recommendations which would enhance these systems and which were adopted by this Committee in June 2013.

7. This report advises Committee of the current status of the recommendations. It is an interim report and the Committee will receive a final position report in June 2014.

8.   The purpose of this report is to provide an overview of progress and rather than go through each project in detail, this report will address projects that are currently outside the agreed timetable for their delivery.

9.   There is currently one project that is Orange. This relates to Updating the Disaster Recovery Plan in light of new operating arrangements. The Council has increased its reliance on ICT to deliver efficiency and service improvements. This reliance has increased the risk in this area. This work is currently orange as it had been intended to commence it earlier in the year. Members will note that terms of reference for the proposed solution have now been agreed. ICT have entered into negotiations with external suppliers and it is envisaged that work will commence early in the New Year to progress these improvements. A final report will be brought to Cabinet on this matter in the next municipal year.

10. Two projects are marked as Red. The first, to review how embedded the Council's document retention guidelines are within services has yet to commence. This piece of work was to be complimentary to the introduction of the Council's information management system. Whilst this was delivered on time, there were issues on launch which has led to its use being suspended pending further development.

11. The second, "Review the consistency and compliance with the Equality Scheme. To ensure that the scores given by Service Managers are adequately supported by evidence of compliance" is red as it has yet to commence. The work has been moved to the final quarter of this year and it is expected to be completed before the end of the municipal year.

IMPLICATIONS OF REPORT

12. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

13. none

COMMENTS OF THE MONITORING OFFICER

14. none

Chris Moister
Head of Governance

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Moister	5160	23 December 2013	

CBC 2013 AGS ACTION PLAN

The annual governance self-assessment has now been undertaken by Internal Audit and the following table captures all the key improvement actions arising from that exercise. These include any important governance related actions that are already contained in individual Service Plans and other actions identified by the officer corporate governance group.

The agreed improvements will be recorded in the Annual Governance Statement (AGS) which will be published alongside the Council's financial statements, following its approval by the Governance Committee on 27th June.

Agreed Improvement	SMART Actions & Milestones	Lead Officer	Start Date	Finish Date	Status RAG	Comments
Consistent Management – Management Competency Framework Development	• Research best practice • Focus groups and leadership interviews • Data analysis and grouping into a framework • Testing the framework, devising a training concept and launch • Associated communication plan	Camilla Schofield / Jane McDonnell	June 2013	October 2013	Complete	The Framework has now been launched at a recent staff listening day and is being incorporated into the appraisal, OD and recruitment processes
To develop the current level/programme of financial training packages for Budget Holders (& members) to include use of systems, process improvement and financial management techniques.	• Identify priority issues for customers and Shared Services • Consult customers • Produce packages • Deliver training • Develop self-service continual training via intranets	Susan Guinness	April 2013	March 2014	Green	Specific training has been delivered to executive members and budget holders.
Further work to be done on members up skilling and training on financial matters (see above)	• Identify priority issues for customers and Shared Services • Consult customers • Produce packages • Deliver training • Develop self-service continual training via intranets	Susan Guinness	April 2013	March 2014		This is being done in consultation with the general training needs for Governance Committee (see item below)

Agreed Improvement	SMART Actions & Milestones	Lead Officer	Start Date	Finish Date	Status RAG	Comments
To assess the training needs of Governance Committee members and compile a training plan		Chris Moister				Whilst this was raised as an issue this is being addressed within the Members PDP and Member Learning sessions as well as Governance Committee Specific Training
To undertake a review of local service indicators	• Agree new suite of local indicators • Set targets	Chris Sinnott	June 2013	July 2014	Green	Performance indicators are under constant review to ensure relevance. New indicators have been agreed.
To embed the Risk Management Framework at service level	Review completion of risk registers for key projects, procurements & partnerships	Garry Barclay	January 2014	March 2014	Not yet commenced	
To review how embedded the Council's document retention guidelines are within services	The retention period for business documents is currently set to two years within the proposed IM system due to go live in September 2013 as part of the new Intranet. The introduction/training for staff in use of the new system is due to take place in August and a review of the periods will take place at the same time. The new system provides significant opportunity for the centralisation and corporate management of document retention periods which is not possible at the moment. All customer documentation outside the IM project are currently held indefinitely and will continue to do so not least for public records.	Asim Khan	August 2013	March 2014	Red	The IM system was launched on time, but significant issues have since been identified. The system has been taken off line pending the resolution of these issues.

Agreed Improvement	SMART Actions & Milestones	Lead Officer	Start Date	Finish Date	Status RAG	Comments
Review ICT administration arrangements to protect access to systems and assets	ICT management review the security of all administrative groups and accounts in line with industry best practice and establish a separate password Group Policy Object for administrators in line with Microsoft best practice advice i.e. complex, minimum 15 character password.	Asim Khan		July 2013	Complete	
Update Disaster Recovery plan to reflect new operating arrangements	The recent implementations of new technology has significantly improved the resiliency and recovery times for the server infrastructure at the Council. However, these implementations do now mean that the DR plans require a significant overhaul. This may result in some external consultation and additional spending being required. The starting point will be to develop a proposal for consideration by the business	Asim Khan			Orange	Significant work has taken place. A proposal has been agreed by cabinet and work has commenced to implement the recommendations. Negotiations are underway with the final suppliers and work with these will commence in the new year.
To review and update the Joint Procurement Strategy (JPS) in preparation for its renewal in 2014	• Review current JPS and recommend revisions • Cross reference project with training project in this BIP • Consult with key stakeholders • Update JPS with agreed amendments and updates • Get revised JPS approved • Communicate new JPS and provide training where necessary	Susan Guinness	July 2013	March 2014	Green	The JPS is being consulted on by CBC and SRBC and works have been done to harmonise the Council's contract procedure rules to enable such a strategy to work as effectively as possible
To raise awareness of probity policies and guidance amongst staff	Actions to be considered	Chris Moister / Garry Barclay	January 2014	March 2014	Not Commenced	

Agreed Improvement	SMART Actions & Milestones	Lead Officer	Start Date	Finish Date	Status RAG	Comments
Ensure consistent standards for productivity are achieved following a review of the base line position and data	• Reporting of individual performance measures • Review and make decision on on-going reporting	Chris Sinnott	July 2013	Sept 2013	Complete	Work has been undertaken and updates taken to Strategy Group. Directors are now leading on the individual performance management within their directorates.
Review customer feedback mechanisms to ensure the scores are supported by evidence and are consistent with customer surveys	Review customer satisfaction survey feedback, disaggregate by service and produce targeted actions.	Chris Sinnott	Sept 2013	Oct 2013	Complete	Work has been undertaken on understanding the figures, with targeted work in key service areas. This will be followed-up with work in the corporate strategy key project which was agreed in November
Review the consistency and compliance with the Equality Scheme. To ensure that the scores given by Service Managers are adequately supported by evidence of compliance.	Undertake review of application of equality scheme.	Chris Sinnott	Oct 2013	Dec 2013	Red	This work has been delayed until quarter four of 2012/13