# Governance Committee

Wednesday, 19th January 2022, 2.30 pm
Council Chamber, Town Hall, Chorley and YouTube

I am now able to enclose, for consideration at the above meeting of the Governance Committee, the following reports that were unavailable when the agenda was published.

**Agenda No    Item**

**6      2021/22 Annual Governance Statement Action Plan - Update**      (Pages 65 - 70)

To receive and consider the report of the Monitoring Officer.

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Governance Committee

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| Report of | Meeting | Date |
|---|---|---|
| Monitoring Officer | Governance Committee | Wednesday, 19 January 2022 |

## 2021/22 Annual Governance Statement Action Plan - Update

| Is this report confidential? | No |
|---|---|

| Is this decision key? | Not applicable |
|---|---|

**Purpose of the Report**

1.  To inform the Committee on the progress of the implementation of the 2021/22 Annual Governance Statement action plan.

**Recommendations**

2.  That the report be noted.

**Reasons for recommendations**

3.  The Governance Committee approved the AGS and thereby the action plan and it is appropriate to report progress against the actions.

**Other options considered and rejected**

4.  None

**Corporate priorities**

5.  The report relates to the following corporate priorities:

| 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** |

**Background to the report**

6.  As part of the Annual Governance Statement, the council identified area of improvement and provided actions to progress the improvements. This action plan was approved by Governance Committee.

7. It is approximately 6 months since the action plan was approved and it is appropriate to review the implementation of the actions. The action plan is reproduced below.

| Themes | Improvement Required | Update |
|---|---|---|
| Induction/Recruitment | To ensure all new employees receive a comprehensive induction covering all core areas, the corporate induction will be updated to include welcome videos from the senior management, introduction to the borough and mandatory training covering core policies and health and safety. Continued focus on HR System transformation is required to ensure a robust administrative process is operational and suitable controls are in place for all aspects of Human Resources and Organisational Development | A new online induction has been developed, tested and launched, providing a vastly improved experience for new starters.  Managers have been briefed on the changes and their role in the induction process. The system will be regularly reviewed and updated to reflect any policy or process changes.  The job application process has also been transferred to a new third party platform to ensure consistent collection of candidate data.

All HR policies have now been reviewed and consulted on with staff. The shared HR policy framework is now complete. All managers will receive training on new policies processes and management best practice as part of the newly developed 'Passport to People Management' programme which has now been launched. A full schedule of mandatory training has been launched for all staff to cover key policies such as Safeguarding, Prevent and Equality and Diversity.

The HR System project is progressing well with initial transfer of data into the new system which will enable a shared payroll from April 2022. Further development will focus on staff self service functionality. |
| Corporate Information Source for Officers (The Loop) | To improve the user experience for employees and ensure essential information is easy to access. The following improvements to The Loop should be considered: | The content of the existing intranet has been reviewed and plans developed for the layout, content and structure of a new intranet which will be |

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|---|---|---|
| | • Defined area on The Loop for all core policies. <br> • Service areas to review information they have published on he Loop and to remove outdated material. <br> • Create a manager zone within The Loop to ensure all essential guidance and resources for managerial responsibilities are easily sourced. | developed and launched in April. |
| Risk Management | Ensure risk management is embedded throughout the organisation and within all Council activities. | Fighting Fraud and Corruption Locally checklist being completed to compare the council's arrangements with best practice. – this will provide assurance over the council's approach to risk. <br><br> Fraud reports being developed from the risks already contained within GRACE using fraud as the category. – such reports will confirm whether GRACE (the Council's risk management system) is being used which will demonstrate risk management being embedded within the organisation. |
| GDPR | RoPA A full review will be undertaken to ensure that the register is up to date with data responsibilities correctly defined, and continue to monitor and expedite the outstanding data disposal actions to ensure they are implemented imminently. | This work is in progress and a full report detailing the work undertaken is expected to be presented to Governance Committee in March 2022. |
| Key Corporate Policies | Adopt a standardised version control format for all policies and strategies. <br> Review and update key policies and strategies and ensure that the latest version is available on The Loop and the Council's website where appropriate. | This will be introduced as part of the development and implementation of a new intranet. |

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|---|---|---|
| Value for Money | Adopt an organisation wide Transformation Strategy & Programme incorporating a value for money elements to deliver efficient services through service reviews and shared services. | This has been completed with the Transformation Strategy developed, approved and in use aligned to the Medium-Term Financial Strategy. |
| Inventories | Directors will ensure that inventories are compiled and maintained in accordance with the Councils guidance notes for service unit fixed assets registers. | Three directorates have completed this piece of work. The final one is in progress. |
| Transparency Act | Publish up to date information and include all mandatory criteria. | The follows actions have been completed:-<br>- Publication of spend above £500<br>- Publication of Contract Transparency register<br>- Publication of up to date Structure Chart, Pay Policy and Senior Officer Salaries<br><br>The remaining actions are programmed to be completed before the end of the year. |

**Climate Change and air quality**

8.  Not applicable.

**Equality and diversity**

9.  Not applicable.

**Risk**

10. The action plan is to address identified governance issues and in itself is a document that manages risk. The purpose of this report is to update members on the implementation of the actions and provide an opportunity for members of the Committee to raise concerns over progress or actions and to seek further information either at that or at later meetings. This in itself is another way to manage risk due to holding the issues up for consideration.

**Comments of the Statutory Finance Officer**

11. There are no financial implications in this report.

**Comments of the Monitoring Officer**

12. The views of the Monitoring Officer are where necessary in the body of the report.

There are no background papers to this report.

| Report Author: | Email: | Telephone: | Date: |
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| Chris Moister (Director of Governance) | chris.moister@chorley.gov.uk | 01257 515160 | |

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