

Report of	Meeting	Date
Director (Governance)	Governance Committee	Wednesday, 18 January 2023

Annual Governance Statement Management Actions Update

Is this report confidential?	No
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Purpose of the Report

- To update members on the progress of the implementation of the Management Actions supporting the Annual Governance Statement for 2021/22.

Recommendations

- That members note the progress in the report.

Reasons for recommendations

- The management actions were agreed to manage identified failings or areas for improvement, it is important for members to be assured that the actions are being implemented.

Other options considered and rejected

- None.

Background to the report

- Members will recall approving the Annual Governance Statement for the year 2021/22 in May 2022. Whilst no significant governance failings were identified, members approved a number of improvement actions to be undertaken. The table below contains the actions and works done to date to progress them.

Theme	Areas for improvement	Suggested improvement	Action
Process/ System	Failure to identify, monitor and report of fraud risks facing the Authority	To develop the Council's approach to fraud following the assessment of the Council's arrangements against Fighting Fraud and Corruption Locally 2020-2025	To be delivered in quarter 4 (by 31 March 2023)
	Failure to have a system in place to ensure key	Devise and implement a corporate process to ensure	The ideal is to have a digital process of

	corporate policies are regularly reviewed, version controlled and remain up to date and accurate.	all staff revisit key policies so a good level of awareness is maintained across the organisation	review, however, this will need development and other IT priorities need to be delivered first. This risk is being mitigated manually at present and members will be aware a number of policies have been presented to Council and /or Cabinet this year for approval. In addition manual reminders have been sent to all directorates to review Process/ System
	Contract Management System	Directors to ensure all contracts are entered onto the corporate CMS in a timely fashion including current "live" contracts.	This has been developed but is awaiting implementation by IT services.
	Risk Management	A range of reports to be developed to allow Directors to challenge data held with GRACE including partnership, project and operational risks.	Completed. Reports are being used by Directors at Management Team Meetings.
	Cyber Security, use of ICT equipment and system access	<p>Once approved, awareness of the contents of the Shared Information Security Framework should be raised using all communication methods.</p> <p>A programme of Cyber security training sessions should be developed and delivered to highlight to all officers and members the risks faced by the council.</p> <p>Align where appropriate all IT forms and processes across the shared council environment.</p>	A Shared Information Security Framework has been developed and adopted. Training has been provided to officers and is planned for members
Staff development	Equality	Once approved, the refreshed equality framework should be rolled out including training and updating of EIAs on website	This has been completed and implemented.

	<p>Organisational Development</p> <p>OD Strategy to be developed (May 22) Mandatory training modules to be completed in full</p>	<p>OD to ensure monitoring reports are issued to Directors on a regular basis. This is to include monitoring of compliance with new HR policies and processes.</p> <p>All Directors to ensure all mandatory training is completed within the agreed timescales.</p>	<p>This has been completed and implemented with the launch of the learning hub.</p>
Corporate	Constitution	Constitution to be reviewed and updated where applicable.	This is an ongoing process.
	Business continuity	<p>To put forward a business case for the future management of business continuity to standardize and align process across the two authorities.</p> <p>To establish a forward plan of testing to ensure plans are robust, encompass all council activity and are fit for purpose.</p>	<p>The Business Continuity and Emergency Planning Team have been reviewed and a temp member of staff employed to undertake the review.</p> <p>Training exercises have been arranged with further ones planned.</p>
	GDPR	Review data use and retention policies and compliance with RoPA and data destruction policies.	Complete. The policies have been reviewed and the Data Protection Officer sends out regular reminders to Data Controllers to ensure they are complying with obligations.

Climate change and air quality

6. There are no implications.

Equality and diversity

7. Not applicable.

Risk

8. The Management Actions detailed in the report manage risk to the Council.

Comments of the Statutory Finance Officer

8. No comments, there are no financial implications in this report.

Comments of the Monitoring Officer

9. No comments.

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