

## Annual Governance Statement 2018/19 Action Plan

| Issue             | Description  | Action   | Current Position  | Date Due   | Officer    | BRAG  |
|-------------------|--|--|---|------------|------------|-------|
| Risk Management   | Assess the Council's overall 'risk appetite' and subsequently undertake a review of Strategic Risks and develop a means of ensuring that project related risks are consistently recorded and managed | <ol style="list-style-type: none"> <li>1. Identify key strategic matters</li> <li>2. Undertake risk appetite training with key officers/Members</li> <li>3. Populate strategic risk register</li> <li>4. Refresh Council's Risk Strategy</li> <li>5. Obtain approval from G&amp;A Cttee</li> </ol>                       | <ol style="list-style-type: none"> <li>1. Corporate Plan (2019-2023) approved setting out strategic priorities.</li> <li>2. Risk appetite workshop held with Mgt Team.</li> <li>3. Strategic risks identified and framework for their capture and management approved.</li> <li>4. Members' risk appetite established.</li> <li>5. Risk Strategy 2019-2023 approved at G&amp;A Cttee Oct 2019.</li> <li>6. Risk Mgt Training delivered for Members and Staff Oct 2019.</li> </ol> | 31/03/2020 | I. Knowles | Black |
| Peer Review       | Prepare for and hold a Peer Review to set improvement targets and seek third party accreditation against a nationally recognised framework   | <ol style="list-style-type: none"> <li>1. Prepare effectively for the review in Jan 2020</li> <li>2. Hold review and facilitate requests of relevant personnel</li> <li>3. Receive feedback and recommendations</li> <li>4. Present findings to Members</li> <li>5. Draw up plan to implement recommendations</li> </ol> | <ol style="list-style-type: none"> <li>1. Lead officer appointed</li> <li>2. ToR agreed.</li> <li>3. Timetable agreed for Peer Review at WLDC – Jan 2020.</li> <li>4. Awareness sessions held with staff and Members Nov 2019.</li> <li>5. WLDC Position Statement produced</li> </ol>  | 31/07/2020 | I. Knowles | Green |
| Governance Review | Work on the findings of the Governance Review, undertaken by Internal  | <ol style="list-style-type: none"> <li>1. Review findings with Mgt Team</li> </ol>   | <ol style="list-style-type: none"> <li>1. Findings discussed with Mgt Team and action plan developed</li> </ol>   | 31/07/2020 | I. Knowles | Green |

|                             |   |  |   |            |            |       |
|-----------------------------|---|--|---|------------|------------|-------|
|                             | Audit, to ensure the Council's culture and values are consistently understood and exhibited | <ol style="list-style-type: none"> <li>2. Allocate actions to key officers.</li> <li>3. Monitor and review progress</li> <li>4. Report on completion to Mgt Team and G&amp;A Cttee. Incorporate main aspects onto AGS for 2019/20</li> <li>5. Arrange for re-evaluation exercise to be held</li> </ol> | 2. Monitoring of progress underway  |            |            |       |
| Member Induction & Training | Induct new and returning Councillors and implement the Member Development Training Plan     | <ol style="list-style-type: none"> <li>1. Complete initial induction programme and obtain Member feedback</li> <li>2. Convene Member Development Group (MDG)</li> <li>3. Finalise year 1 plan and present to G&amp;A Cttee Oct '19</li> </ol>  | <ol style="list-style-type: none"> <li>1. Initial induction programme and feedback process completed.</li> <li>2. Meetings arranged for MDG.</li> <li>3. Training plan agreed by G&amp;A Cttee Oct 2019.</li> </ol> | 31/03/2020 | I. Knowles | Black |