

## Annual Governance Statement 2019/2020 Action Plan

Issue	Description	Action	Current Position	Date Due	Officer	BRAG
Senior Management Restructure	Implement the restructure in line with approved decision	<ol style="list-style-type: none"> <li>1. Complete the structure chart, Job Descriptions and Person Specifications</li> <li>2. Carry out staff consultation</li> <li>3. Recruit to vacancies</li> <li>4. Team Development</li> </ol>	<ol style="list-style-type: none"> <li>1. Recruitment completed</li> </ol>	31/12/2020	I. Knowles	Closed
Sustainability, Climate Change & Environment Strategy	Produce the Strategy for adoption by Council in May 2021	<ol style="list-style-type: none"> <li>1. Undertake initial public consultation</li> <li>2. Renew existing Carbon Mgt Plan (CMP)</li> <li>3. Produce draft Strategy for second phase of consultation</li> <li>4. Incorporate feedback and carbon reduction initiatives into draft Strategy</li> <li>5. Present Strategy and action plan for adoption to Full Council May 2021</li> </ol>	<ol style="list-style-type: none"> <li>1. Initial consultation completed and findings analysed.</li> <li>2. Draft Strategy completed and consultation held.</li> <li>3. Revised CMP completed.</li> <li>4. Final version of Strategy and Action Plan in development.</li> </ol>	31/05/2021	I. Knowles	
Effectiveness of Governance & Audit Committee survey	Address issues arising out of the survey undertaken by the Committee	<ol style="list-style-type: none"> <li>1. Review findings of survey</li> <li>2. Form Member Working Group to formulate action plan to address issues</li> <li>3. Provide G&amp;A Cttee with progress updates</li> <li>4. Complete action plan and obtain G&amp;A Cttee sign off</li> </ol>	<ol style="list-style-type: none"> <li>1. Findings analysed and Member Working Group formed.</li> <li>2. Improvement plan drawn up.</li> <li>3. Actions implemented e.g. bite size financial training.</li> <li>4. Report back to Cttee 13<sup>th</sup> April 2021.</li> </ol>	31/07/2021	A. Robinson	
Post-pandemic recovery response & plans	To ensure the Council is fully aware of the	<ol style="list-style-type: none"> <li>1. Put in place Local Outbreak Management Plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Local plans developed and LRF outbreak</li> </ol>	31/07/2021	I. Knowles	

	<p>impact the pandemic has had on its operations and has mitigated the issues and embraced the benefits</p>	<ol style="list-style-type: none"> <li>2. Covid secure all Council buildings</li> <li>3. Provide key advice to local businesses</li> <li>4. Review financial position</li> <li>5. Develop economic recovery plan</li> <li>6. Consider lessons learned and ensure that positive changes are maintained</li> </ol>	<p>management plan supported. Staff testing arrangements developed</p> <ol style="list-style-type: none"> <li>2. Buildings are Covid secure</li> <li>3. Business support grants administered - £24 million of grants. Working through the LEP and the growth team to give advice. Also Covid wardens in place to offer advice and ensure compliance</li> <li>4. Full assessments made and reflected in MTFP and budget and monthly government returns made</li> <li>5. LEP has co-ordinated the production of Greater Lincolnshire's economic recovery plan which is likely to form the backcloth for government investment in recovery. LA's continue to support delivery</li> <li>6. On-going reflection and adaptation where required</li> </ol>			
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Effectiveness and understanding of corporate procurement procedures	Undertake a review of the procedures and implement required remedial actions	<ol style="list-style-type: none"> <li>1. Conduct survey with users of the procurement service</li> <li>2. Analyse results and report to Mgt Team</li> <li>3. Draw up action plan to address identified issues</li> <li>4. Monitor progress of plan</li> <li>5. Conduct follow-up survey</li> </ol>	<ol style="list-style-type: none"> <li>1. Survey completed and findings analysed.</li> <li>2. Report provided to Mgt Team and Procurement Officers and way forward determined.</li> <li>3. Four point plan devised.</li> </ol>	30/04/2021	A. Robinson	
Peer Review action plan	Maintain oversight and assurance on progress of the action plan	<ol style="list-style-type: none"> <li>1. Develop action plan</li> <li>2. Publish findings and action plan</li> <li>3. Deliver against actions</li> <li>4. Consider follow up review with LGA</li> </ol>	<ol style="list-style-type: none"> <li>1. Action Plan produced and issues incorporated into existing work streams</li> <li>2. Report to Full Council</li> <li>3. Actions being followed through e.g. T24 programme; Cultural Strategy</li> <li>4. Follow-up arrangements to be determined</li> </ol>	30/04/2021	I. Knowles	