

Annual Governance Statement 2015/16 Action Plan

Issue	Description	Action	Current Position	Date Due	Officer	BRAG
Strategic & Spatial Planning	Upon completion of the Local Plan and in light of the Greater Lincolnshire focus on strategic and spatial planning, we need to ensure West Lindsey's growth needs and strategic planning duties are understood and addressed to include duty to co-operate with all relevant strategic planning areas including all Nottinghamshire authorities	To undertake review of future options and develop a strategy for delivery	<ol style="list-style-type: none"> 1. Plan submitted June 2016 to SoS to hold an examination in public 2. Public Consultation period held Oct - Dec 2016 3. Plan re-submitted to SoS for decision Dec 2016 4. SoS decision received in Apr 2017 approving the Plan 5. Arrangements in place for on-going monitoring of delivery of Local Plan 	31/12/2016	M. Sturgess	Black
Development Management	To ensure issues relating to capacity; performance and customer care are addressed and sustainable improvements are realised	<ol style="list-style-type: none"> 1. Ensure adequate capacity and skills within the service 2. Ensure performance reporting is robust and reliable 3. External independent assessment of performance reporting is provided 4. Deliver measurable and sustainable improvements in customer care 	<ol style="list-style-type: none"> 1. Team Manager appointed and other key positions filled 2. Audit underway by Internal Audit - due to report Q2 of 17/18 3. Performance measures in place and scrutiny and review processes in place 4. Improvement Plan update provided for C&I for 13th October 2016 - final progress report provided March 2017 	31/07/2017	M. Sturgess	Green

Strategic Programme Delivery	An extensive capital programme has been agreed and we therefore need to ensure that robust and appropriate governance arrangements are implemented to oversee its delivery and financial management governance and other strategic considerations e.g. stakeholder engagement are adequate to support complex change	<ol style="list-style-type: none"> 1. Establish regular monitoring via Entrepreneurial Board. 2. Report to Members via Quarterly Finance Monitoring reports 3. Ensure each project follows the project management framework 4. Exception reporting through Progress & Delivery reports of projects not performing as expected 5. Annual review as part of year end closedown 	<ol style="list-style-type: none"> 1. Entrepreneurial Board in place 2. Progress & Delivery and Quarterly Finance Monitoring reports in place. 3. Project methodology in place and adherence monitored. 4. Review of Boards undertaken with emphasis on delivery of key strategic programmes in support of Corporate Plan delivery. 5. Arrangements in place for technical and expert advice to be received from parties such as Lincs legal and Procurement Lincs. Key Sponsor roles played by Directors. 	31/07/2017	I. Knowles	Black
Information Governance & Security	To ensure that appropriate controls and polices are in place to provide on-going mitigation for the Council against the risk of cyber-crime and/or data/information leakage	<ol style="list-style-type: none"> 1. Implement revised Information Governance Strategy 2. Refresh Information Security Policy 3. Develop and deliver training programme 4. Achieve PSN compliance 5. Follow-up ICT Incident Mgt Audit to be conducted Q3. 	<ol style="list-style-type: none"> 1. Strategy produced 2. Security Policy reviewed. Many other policies refreshed 3. DPA training completed. Further elements planned. 4. PSN submission issued to Cabinet Office 5. ICT Incident Mgt Audit completed - substantial assurance finding received 	31/07/2017	I. Knowles	Black

		6. Prepare for implementation of GDPR by May 2018	6. Work plan developed for introduction of GDPR by May 2018.			
Intelligent Clienting	To address the recognised issues across the CBL partnership and develop improved processes for customers and to review similar areas where good practice exists and apply learning to similar circumstances across the organisation	<ol style="list-style-type: none"> 1. Improve effectiveness of nominations through CBL 2. Improve effectiveness of CBL partnership 3. Address issues relating to the CBL IT system 4. Strengthen CBL related contractual arrangements 5. Formalise CBL recharge arrangements 6. Improve quality of Housing register data 7. Formalise Housing Register related performance monitoring 8. Introduce Nominations and CBL Performance Monitoring 9. Request Internal Audit review of subject matter 10. Arrange audit to look at Intelligent Client arrangements at WLDC 	<ol style="list-style-type: none"> 1. Weekly monitoring in place undertaken by a post jointly funded by ACIS. 2. Review undertaken of ToR of CBL partnership using guidance set out in WLDC ACoP and new policy produced. 3. Review of legal requirements of CBL partnership completed and position fully understood. 4. IT system rebuilt but still not effective. Exploration of alternative system underway. 5. Sampling of case data undertaken by monitoring officer. 6. Performance measures regularised and monitoring process in place 7. Follow-up audit scheduled. 8. Intelligent Client audit conducted with substantial assurance finding 	31/07/2017	M. Sturgess	Black

Selective Licensing	To review the implementation, monitoring and initial performance of the selective licensing project in the Gainsborough South West Ward	1. To deliver a selective licensing scheme in the SWW of Gainsborough	1. Scheme implemented from 18/7/16 2. Communication with landlords on-going 3. Enforcement activity commenced from 01/04/17 4. Awaiting Officer report	31/07/2017	M. Sturgess	Green
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