

## **Annual Governance Statement 2016/17 Action Plan**

<b>Issue</b>	<b>Description</b>	<b>Action</b>	<b>Current Position</b>	<b>Date Due</b>	<b>Officer</b>	<b>BRAG</b>
Implementation of General Data Protection Regulations	To ensure compliance with new regulations coming into force on 25th May 2018, which aim to increase cyber-security and the protection of data	<ol style="list-style-type: none"> <li>1. Devise project plan and milestones</li> <li>2. Undertake self-assessment exercise and act on findings</li> <li>3. Determine response for appointment of DPO</li> <li>4. Implement scheme of staff training and awareness</li> <li>5. Maintain on-going review of guidance and best practice</li> <li>6. Obtain external assessment of delivery plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Project plan designed and progress review mechanisms in place.</li> <li>2. Self-assessment exercise underway</li> <li>3. Training packages being investigated</li> <li>4. DPO position appointed</li> <li>5. Communications plan developed</li> <li>6. Audit scheduled for Q3 to check progress</li> </ol>	30/06/2018	I. Knowles	Green
Political Governance	To maintain and re-inforce the current high standards of behaviour across all levels of democratic governance within West Lindsey	<ol style="list-style-type: none"> <li>1. Roll-out newly adopted Code of Conduct via training/workshops</li> <li>2. Deliver specific Member behaviour training via external provider</li> <li>3. Produce annual report to Standards Committee</li> <li>4. Work closely with Group Leaders</li> <li>5. Work with team managers and other key staff on working in a political environment</li> </ol>	<ol style="list-style-type: none"> <li>1. New Code of Conduct in place.</li> <li>2. Training delivered for Members July 2017</li> <li>3. Regular meetings scheduled with Group Leaders</li> <li>4. Team manager training incorporated into Workforce Development Plan</li> <li>5. Annual report presented to Standards Committee</li> </ol>	31/07/2018	A. Robinson	Green
Partnerships	To critically evaluate and maintain the effectiveness of the Council's key strategic	<ol style="list-style-type: none"> <li>1. Review all key partnerships and update partnership register</li> </ol>	<ol style="list-style-type: none"> <li>1. Paper to GCLT in May 2017 setting out rationale.</li> <li>2. Review of Audit</li> </ol>	31/07/2018	I. Knowles	Green

	partnerships	<ol style="list-style-type: none"> <li>2. Report to GCLT on evaluation</li> <li>3. Raise awareness and understanding across staff</li> <li>4. Implement on-going monitoring and reporting on effectiveness</li> </ol>	<p>Commission's 'Governing Partnerships' guidance underway.</p> <ol style="list-style-type: none"> <li>3. Review meetings TBA with partnership leads</li> </ol>			
Value for Money	To complete value for money assessments across service areas and develop appropriate improvement plans to achieve greater value for money and increased productivity; wider usage of benchmarking and the creation of a value for money culture	<ol style="list-style-type: none"> <li>1. Gain understanding of benchmarking tool</li> <li>2. Undertake VfM assessments across a number of service areas</li> <li>3. Report initial findings to GCLT and learning obtained</li> <li>4. Roll-out VfM work across remaining service areas</li> <li>5. Identify improvements required and plans for delivery</li> <li>6. Monitor progress through internal process</li> </ol>	<ol style="list-style-type: none"> <li>1. VfM tool utilised and VfM assessments produced.</li> <li>2. Findings presented to a number of service areas with discussions and consideration of results</li> </ol>	31/07/2018	I. Knowles	Green
Delivery of Key Commercial and Community Based Projects	To deliver at the required pace, key projects in support of the Corporate Plan which deliver benefits for the whole of the District	<ol style="list-style-type: none"> <li>1. Ensure effective Sponsorship of all key projects.</li> <li>2. Review delegation arrangements and streamlining of governance arrangements</li> <li>3. Effective Board scrutiny and challenge/support for programme delivery</li> <li>4. Commission audits into 'Effective Decision Making'</li> </ol>	<ol style="list-style-type: none"> <li>1. Sponsorship of key programmes and projects allocated</li> <li>2. Work underway to examine governance processes</li> <li>3. Board ToRs in place and reviewed</li> <li>4. Await 'Effective Decision Making' audit report</li> <li>5. Await 'EB/Programme Board' audit reports</li> </ol>	31/07/2018	E. Fawcett-Moralee	Green

		and 'EB/Programme Board' 5. Act on recommendations of Commercial Plan review	6 Await review of Commercial Plan			
Resilience and Capacity	To balance the Council's capacity to deliver ambitious programmes with the operational and management responsibilities placed on staff	<ol style="list-style-type: none"> <li>1. Workforce Development Plan reviewed and updated</li> <li>2. Implement resourcing plan to ensure appropriate skills/capacity in place</li> <li>3. Undertake to streamline processes to deliver greater efficiency and delivery capacity</li> <li>4. Completion of Business Plans to identify staff resources required to deliver objectives through to 2020/21</li> </ol>	<ol style="list-style-type: none"> <li>1. Current Workforce Development Plan ready to be reviewed taking account of appraisal 16/17 needs.</li> <li>2. Outline Resourcing Plan principles in place.</li> <li>3. Work underway to examine processes of governance following external review</li> <li>4. Restructure at management level completed.</li> <li>5. Business Plans submitted and analysis of content underway</li> </ol>	31/07/2018	I. Knowles	Green
Selective Licensing	For Members to receive and consider a report evaluating the implementation and effectiveness of the scheme	<ol style="list-style-type: none"> <li>1. Officers to collate data and information and produce report</li> <li>2. Report to be presented and approved by Prosperous Communities Committee Oct 17</li> </ol>	<ol style="list-style-type: none"> <li>1. Scheme in place and monitoring and review of effectiveness in place</li> <li>2. Report received by PC Committee and approved. Now deemed as BaU activity</li> </ol>	31/12/2017	M. Sturgess	Green

Development Management	To receive the findings of an audit into the service, providing oversight and scrutiny to ensure subsequent recommendations and actions are appropriately considered and implemented	<ol style="list-style-type: none"> <li>1. Audit to be completed and findings considered by GCLT</li> <li>2. Audit report to be presented to G&amp;A Committee</li> <li>3. Actions to be completed and signed off</li> </ol>	<ol style="list-style-type: none"> <li>1. Audit completed and report received. Substantial assurance rating received and findings reviewed by G&amp;A Committee Nov '17.</li> <li>2. Await evidence of progress against agreed audit actions</li> </ol>	31/03/2018	M. Sturgess	Green
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