

Annual Governance Statement 2016/17 Action Plan

Issue	Description	Action	Current Position	Date Due	Officer	BRAG
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 personal data	<ol style="list-style-type: none"> 1. Devise project plan and milestones 2. Undertake self-assessment exercise and act on findings 3. Determine response for appointment of DPO 4. Implement scheme of staff training and awareness 5. Maintain on-going review of guidance and best practice 6. Obtain external assessment of delivery plan 	<ol style="list-style-type: none"> 1. Project plan worked to and progress review mechanisms in place 2. Self-assessment exercise completed 3. Training packages delivered to staff/Members 4. DPO position appointed 5. Communications plan developed 6. Audit (Feb 2018) on preparedness reported substantial assurance 	30/06/2018	I. Knowles	Black
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"> 1. Roll-out newly adopted Code of Conduct via training/workshops 2. Deliver specific Member behaviour training via external provider 3. Produce annual report to Standards Committee 4. Work closely with Group Leaders 5. Work with team managers and other key staff on working in a political environment 	<ol style="list-style-type: none"> 1. New Code of Conduct in place 2. Training delivered for Members July 2017 3. Regular meetings scheduled with Group Leaders 4. Team manager training incorporated into Workforce Development Plan 5. Annual report presented to Standards Committee 6. Code of Conduct 	31/07/2018	A. Robinson	Black

			workshops held with Parish Councils. Awaiting responses confirming adoption of Code 7. Training sessions held re Member/Officer working protocols and political awareness			
Partnerships	To critically evaluate and maintain the effectiveness of the Council's key strategic partnerships	<ol style="list-style-type: none"> 1. Review all key partnerships and update partnership register 2. Report to Management Team on evaluation 3. Raise awareness and understanding across staff 4. Implement on-going monitoring and reporting on effectiveness 	<ol style="list-style-type: none"> 1. Paper to GCLT in May 2017 setting out rationale 2. Review of Audit Commission's 'Governing Partnerships' guidance completed 3. Review meetings held with partnership leads 4. Cleanse of partnership register completed 5. Evaluation report to MT and on-going review mechanism agreed 	31/07/2018	I. Knowles	Black
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"> 1. Gain understanding of benchmarking tool 2. Undertake VfM assessments across a number of service areas 3. Report initial findings to GCLT and learning obtained 4. Roll-out VfM work across remaining service areas 5. Identify improvements required and plans for delivery 6. Monitor progress through 	<ol style="list-style-type: none"> 1. VfM tool utilised and VfM assessments produced 2. VfM Handbook produced 3. Findings presented to a number of service areas with discussions and consideration of results 4. Performance Officer appointed to undertake benchmarking exercises 	31/07/2018	I. Knowles	Amber

		internal processes				
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"> 1. Ensure effective Sponsorship of all key projects 2. Review delegation arrangements and streamlining of governance arrangements 3. Effective Board scrutiny and challenge/support for programme delivery 4. Commission audits into 'Effective Decision Making' and 'Commercial Plans Delivery' 5. Act on recommendations of Commercial Plans Delivery audit 6. Review capacity required to deliver key projects. 	<ol style="list-style-type: none"> 1. Sponsorship of key programmes and projects allocated with clear responsibilities assigned 2. Work undertaken to examine governance processes and concurrent committees schedule implemented 3. Commercial oversight group formalised as a Board. Land & Property Board established. 4. 'Quality of Decision Making' consultancy review found the decision making process for large scale programmes and projects is robust and can be considered to be supportive of good decision making 5 Response to Commercial Plans Delivery audit provided for G&A Committee and Member training provided on aims of commercial ambitions. Reporting of commercial activity now 	31/07/2018	E. Fawcett-Moralee	Black

			<p>mainstreamed and included in Executive Business Plan.</p> <p>6. Retention arrangements made for specialist legal commercial and property advice. Capital Projects Officer appointed with construction specialism to deliver Crematorium and new leisure facility at Market Rasen.</p>			
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"> 1. Workforce Development Plan reviewed and updated 2. Implement resourcing plan to ensure appropriate skills/capacity in place 3. Undertake to streamline processes to deliver greater efficiency and delivery capacity 4. Completion of Business Plans to identify staff resources required to deliver objectives through to 2020/21 5. Undertake review of progress of the Corporate Plan and identify and prioritise future work programmes 6. Review capacity required to drive delivery of key projects 	<ol style="list-style-type: none"> 1. Current Workforce Development Plan completed taking account of appraisal 16/17 needs 2. Outline Resourcing Plan principles in place 3. Work underway to examine processes of governance following external review 4. Restructure at management level completed 5. Business Plans submitted and analysis completed. Feedback provided by Directors 6. Review of Corporate Plan underway 7. Relevant appointments made to support project 	31/07/2018	I. Knowles	Black

			development and delivery			
Selective Licensing	For Members to receive and consider a report evaluating the implementation and effectiveness of the scheme	<ol style="list-style-type: none"> 1. Officers to collate data and information and produce report 2. Report to be presented and approved by Prosperous Communities Committee Oct 17 	<ol style="list-style-type: none"> 1. Scheme in place and monitoring and review of effectiveness in place 2. Report received by PC Committee and approved. Now deemed as BaU activity 	31/12/2017	M. Sturgess	Black
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"> 1. Audit to be completed and findings considered by GCLT 2. Audit report to be presented to G&A Committee 3. Actions to be completed and signed off 	<ol style="list-style-type: none"> 1. Audit completed and report received. Substantial assurance rating received and findings reviewed by G&A Committee Nov '17 2. Await evidence of sufficient progress against agreed audit actions 3. Update provided to G&A Committee of enforcement related activity and processes 	31/03/2018	M. Sturgess	Black