



Corporate Governance Committee - 28 September 2009

Annual Governance Statement Action Plan - Update

Report of Strategic Finance Officer

(This matter is the responsibility of Executive *Councillor Nicola Wilson*.)

Executive Summary

This report gives an update on the Annual Governance Statement Action Plan.

1. Purpose of Report

1.1 This report gives an update on the Annual Governance Statement Action Plan.

2. Background

2.1 At the meeting of the Corporate Governance Committee on 18th May 2009 the Annual Governance Statement was approved. With the Annual Governance Statement was an action plan to monitor those actions highlighted within the Annual Governance Statement for 2008/09

2.2 It was agreed that the Action Plan be brought back to the Corporate Governance Committee to show the progress so far.

3. Progress So Far

3.1 There has been progress in many parts of the action plan and there are some tasks that are not due start until later on this year.

3.2 The updated Action Plan is shown in appendix A.

4. Recommendations

4.1 It is recommended that Members note the progress of the action plan.

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Appendix A

TASK	ACTIVITY	OFFICER	WHEN	PROGRESS SO FAR
To ensure that the Code of Corporate Governance is publicized internally and externally and regularly monitored to ensure that the Council is complying with it	To publicize the Code	CMT		No progress to report.
	To monitor the code			
To carry out a health check on the Council's ethical governance framework		Tonya Meers	By end of December 2009	
To review the Corporate Governance arrangements in relation to partnership working	To be put onto a future scrutiny agenda	Tonya Meers		To be decided by the Co-ordinating scrutiny committee.
	Guidance to be produced to members when they sit on outside bodies		May 2009	The guidance went through the Standards Committee on 15 th April 2009 and was signed by Alan Wedderkopp and reported through the Weekly Bulletin. An electronic version of the guidance has been circulated to all members. In due course this will be followed up at a Member's Briefing and reinforced by the distribution of a hard copy of the guidance too.
	Training for members on the guidance			
To ensure the Council realizes some benefits from the transformation projects, Pioneer	Ensure there is adequate risk management system in place to ensure that the governance arrangements are fit	Richard Sealy Kevin Toller	March 2010	There is a process in place to monitor the savings resultant from the Procurement Transformation project. A benefits tracking tool has been designed in connection with the SAP transformation projects. This will be implemented once all of the SAP

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Somerset and SW1.	for purpose			implementation is complete. The Lead officer for Transformation within the Performance & Client team will start in October and will focus specifically on realizing the benefits from the transformation projects.
Change of the audit plan to include Governance, Fraud, and Corruption	Review what is currently in place	Chris Gunn		This is now within the 2009/10 Audit Plan. All SWAP partners have included a standard range of Governance type reviews will allow partners to share best practice in terms of governance. SWAP intends to pick up on Fraud Controls as part of the annual managed audits of the Council's key financial systems.
Performance Management and review of partnerships are being strengthened through the Strategy & Corporate theme		Richard Sealy	March 2010	The new corporate performance management process has been agreed by Corporate Scrutiny and the Executive. This will be fully implemented by 1 Apr 2010. A performance monitoring regime is already in place for Southwest One and performance against a suite of KPI's & SPI's is monitored on a regular basis. The Performance & Client Team are aiming to strengthen & improve these processes. The Performance & Client Team will be implementing improved performance monitoring arrangements in respect of the Tone Leisure and SWP partnerships..
To further strengthen the Scrutiny function	To implement the new structure	Tonya Meers	May 2009	The new structure came into effect following Annual Council on 13 th May 2009. The new Scrutiny Officer took up her post in May 2009. One of her tasks is to produce an Annual Scrutiny Report.
	To produce an annual report		April 2009	
	To implement recommendations of the IDeA peer review		December 2009	Some of the recommendations contained in the IDeA Report have now been implemented – changing our structure was one of the main ones. Other recommendations outstanding will be introduced at the appropriate time

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To finalize the Risk Management and embed processes to ensure it's fit for purpose	To finalize the strategy	Simon Lewis		A consultant was commissioned to take forward Risk Management within the organization. This has resulted in a revised Risk Management Strategy and new corporate Risk Register with CMT action. Work was also undertaken to start embedding Risk Management in the Council will recommence shortly.
To take Health & Safety forward,	Highlight priority issues	David Woodbury		Issues have been highlighted to CMT for action.
	Increase knowledge and performance within the Council			The Health and Safety module of SAP is due to be implemented in 2010.
To formulate plans for service delivery in the loss of facilities following on from the plans developed in the event of Pandemic flu		John Lewis	March 2010	The majority of Pandemic Flu plans have been received and work has commenced on loss of facilities.
To review the operation of the internal controls governing the processing of Payroll data in light of the installation of SAP		Maggie Hammond	Dec 09	A meeting has been set up for 7 th October to begin the review of internal controls.
To develop the Council's Asset management arrangements		Mark Halligan/Trevor Miles SW1		The SW1 Property Service is currently working in conjunction with the Performance & Client Team to implement a new Asset Management planning and review process. The new process will be reported to CMT on 5 Oct 2009.

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To fully review the Constitution and Financial regulations during 2008/09	To complete the review of the constitution	Tonya Meers	December 2009	Large sections of the constitution have been approved during the last year and the aim is to complete it by the end of this year.
	To complete review of the financial regulations	Maggie Hammond	March 2010	The financial regulations have been partial reviewed but they need to reflect the improved control brought about by the introduction of SAP.
To implement improvements following the external auditors use of resources assessment 2007/08		Richard Sealy		Improvements have been made on the statement of accounts which affect the use of resources score.
To complete the Core Council Review and thematic working		CMT		The managers for theme 2 and 4 have been appointed and are preparing structures for the new themes. Turner and Townsend have been appointed to review options for the DLO (theme 3)
To ensure that the SW1 action plan, in response to the closure of the 2008/09 accounts is followed		Maggie Hammond	September 2009	The action plan was implemented. The audit of the 2008/09 is still ongoing but no major/material issues have been identified.