

Taunton Deane Borough Council

Corporate Governance Committee – 21 June 2016

Draft Annual Governance Statement 2015/16

Report Author: Paul Harding, Corporate Strategy & Performance Manager

1 Purpose of the Report

- 1.1 The Council is required to conduct, at least once a year, a review of the effectiveness of its systems of internal control and governance arrangements and to produce an Annual Governance Statement (AGS) on behalf of the Leader of the Council and the Chief Executive, providing an assessment of these arrangements.

2 Recommendations

- 2.1 It is recommended that:-

Members of the Corporate Governance Committee are asked to review the draft Annual Governance Statement attached to this report and to recommend its adoption by the Leader of the Council and the Chief Executive.

3 Risk Assessment

Risk Matrix

Description	Likelihood	Impact	Overall
None in respect of this report			

4 Background and full details of the report

- 4.1 Taunton Deane Borough Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and the management of risk.
- 4.2 Taunton Deane Borough Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) Framework “*Delivering Good Governance in Local Government*”.

- 4.3 The Annual Governance Statement explains how Taunton Deane Borough Council has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2011 in relation to the requirement to prepare an annual governance statement which must accompany the Statement of Accounts.
- 4.4 The Corporate Governance Officers Group has led the 2015/16 review of the governance framework. The group includes the Monitoring Officer (Assistant Chief Executive), the deputy s151 Officer the internal Audit Manager, the Assistant Director Corporate Services and the Corporate Strategy & Performance Manager
- 4.5 The conclusions from this review is that overall, the council's governance framework is reasonable and fit for purpose. This is further endorsed by the Group Auditor's annual opinion report 2015/16, which offers 'reasonable assurance' in respect of the areas reviewed during the year.
- 4.6 The AGS describes how the council complies with each of the six core principles of the Code of Corporate Governance, and additionally identifies governance issues identified and the steps to be taken during to address these matters
- 4.7 The draft Annual Governance Statement is appended to this report.

5 Links to Corporate Aims / Priorities

- 5.1 None in respect of this report.

6 Finance / Resource Implications

- 6.1 None in respect of this report.

7 Legal Implications

- 7.1 Regulation 4 of The Accounts and Audit (England) Regulations 2011 requires that the Council must conduct a review at least once a year of the effectiveness of its systems of internal control and committee must approve an annual governance statement, prepared in accordance with proper practices in relation to internal control.

8 Environmental Impact Implications

- 8.1 None in respect of this report.

9 Safeguarding and/or Community Safety Implications

- 9.1 None in respect of this report.

10 Equality and Diversity Implications

10.1 There are no equality and diversity implications associated with this report.

11 Social Value Implications

11.1 There are no Social Value implications associated with this report.

12 Partnership Implications

12.1 None associated with this report.

13 Health and Wellbeing Implications

13.1 None associated with this report.

14 Asset Management Implications

14.1 None associated with this report.

15 Consultation Implications

15.1 The Annual Governance Statement has been developed by the Corporate Governance Officers Group which includes the deputy S151 officer. The draft AGS has been shared with the Joint Management Team and the

Democratic Path:

- **Corporate Governance Committee - Yes**
- **Corporate Scrutiny – No**
- **Executive – No**
- **Full Council – No**

Reporting Frequency: Annually

List of Appendices (delete if not applicable)

Appendix A	Draft Annual Governance Statement 2015/16
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Annual Governance Statement

2015/16 v1.2

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Introduction

This document relates to the 2015/16 financial year which started on 1st April 2015 and ended 31st March 2016.

This was a period of consolidation after the significant challenge and change for the Council following the introduction of a joint management and officer structure between Taunton Deane Borough Council and West Somerset Council during the previous financial year.

Despite the scale and pace of the changes from the earlier financial year no new corporate risks, associated with this undertaking, have been identified by the Council's auditors (South West Audit Partnership) during 2015/16.

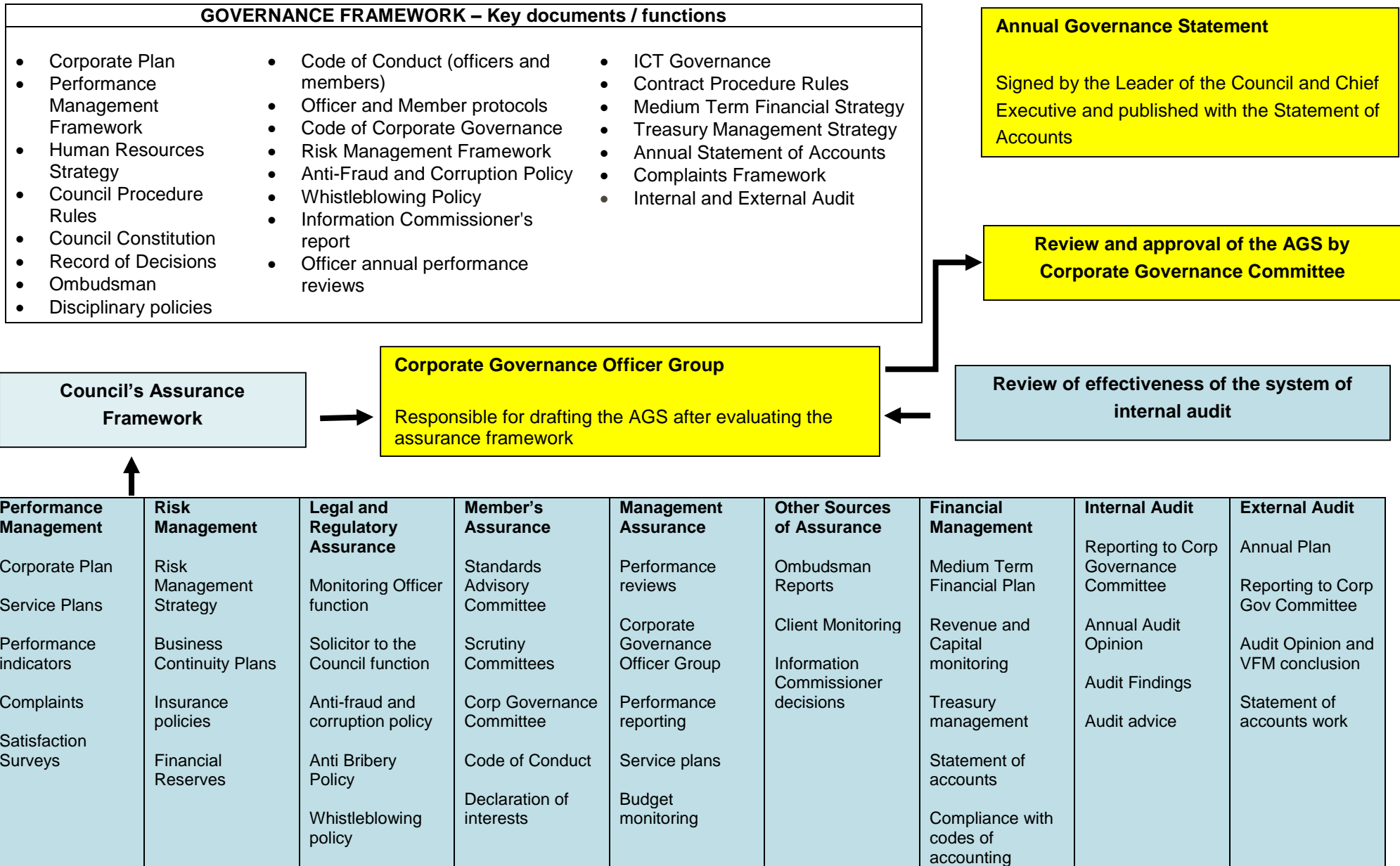
The various sources of assurance and the process leading to the creation of the Annual Governance Statement are illustrated on page 3 of this document.

This Annual Governance Statement provides an account of the processes, systems and records in place during 2015/16 which demonstrate assurance for the effectiveness of the framework of governance of the Borough Council to discharge its responsibilities.

Governance is about how local government bodies, such as the Council, ensure that they are doing the right things, in the right way, for the right people in a timely, inclusive, open, honest and accountable manner.

There are SIX core principles of governance adopted by the Council's Corporate Governance Committee which are used as reference points for the assurance about the effectiveness of the Council's governance arrangements. For each principle a table is provided within this document setting out what arrangements are in place and what assurance each provides.

AGS Process and Sources of Assurance Overview



Scope of Responsibility

Taunton Deane Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Taunton Deane Borough Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk.

Taunton Deane Borough Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) Framework “Delivering Good Governance in Local Government”. A copy of the code can be obtained from The Monitoring Officer, Taunton Deane Borough Council, The Deane House, Belvedere Road, Taunton, TA1 1HE on request.

This statement explains how Taunton Deane Borough Council has complied with the code and also meets the requirements of regulation 4(3) of the Accounts and Audit Regulations 2011 which requires all relevant bodies to prepare an annual governance statement.

The Governance Framework

In March 2008 the Council adopted a formal code of corporate governance in line with guidance provide by CIPFA/SOLACE.

These principles of good governance are:

1. Focusing on the purpose of the Authority and on outcomes for the community and creating and implementing a vision for the local area;
2. Members and Officers working together to achieve a common purpose with clearly defined functions and roles;
3. Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behavior;
4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risks;
5. Developing the capacity and capability of Members and Officers to be effective;
6. Engaging with local people and other stakeholders to ensure robust public accountability.



The Purpose of the Governance Framework

The governance framework comprises the systems, processes, culture and values, by which the Council is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood and impact should those risks be realised and to manage them efficiently, effectively and economically.

The governance framework has been in place at Taunton Deane Borough Council for the year ended 31 March 2016 and up to the date of approval of the Statement of Accounts.

1. Focusing on the purpose of the Council and on outcomes for the community and creating and implementing a vision for the local area.

How we have set out our vision and the outcomes we wish to achieve	Assurances Received
<ul style="list-style-type: none"> • Members, working with officers, have developed a <u>four year Corporate Strategy (2016-20)</u> which describes the Council's priorities, key activities and intended outcomes for citizens and service users, our vision and our core values. This feeds into a corporate plan, Service plans, team plans and personal plans. • Members and officers have created the <u>Taunton Growth Prospectus</u> which sets out a clear economic vision for Taunton over the period until 2028. • The Council has developed <u>The Core Strategy</u> which sets out a vision for Taunton Deane including strategic objectives, spatial strategy and policies for meeting that vision. • The Council has worked in partnership with key agencies and the local community to prepare the <u>Priority Areas Strategy (2012-17)</u>. The PAS sets out a number of projects that seek to tackle disadvantage and deprivation in the following localities:- <ul style="list-style-type: none"> - North Taunton (Priorswood, Lyngford and Wellsprings) - Taunton East (Halcon, Lane and Lambrook) - Rural Areas - Wellington <p>The Council has approved a Housing Revenue Account Business Plan which sets out new strategic objectives and outcomes for the service for the period 2012-2042.</p>	<ul style="list-style-type: none"> • Performance Management Framework – the Council uses different performance measures (quality, outputs, value for money, customer satisfaction) to give an overview of Council performance and stimulate improvement. Information is published quarterly on our website in the form of reports and minutes against the corporate priorities and targets and reported to the Council's leadership team, Scrutiny Committee and Executive Committees for review and challenge; • Additional performance monitoring reports are also reviewed by the management team and Scrutiny committees (e.g. Somerset Waste Partnership, Tone Leisure). • Externally reported data: Government Single Data List; • Internal Audit reports; • External Audit reports; • Employee annual review process linked to the Council's objectives. • Progress against the Growth programme is regularly reviewed by Taunton Economic Advisory Board and the Project Taunton Steering Group. • Progress updates against the HRA business plan is considered regularly by the Tenant Services Management Board. • Updates on progress against the Joint Management and Shared Service Business Plan provided to the project board and the Joint Partnership Advisory Panel (JPAG).

Joint Management and Shared Service Business Plan created jointly between West Somerset Council and Taunton Deane Borough Council setting out how one team of officers would be created to support the two sovereign Councils and deliver significant savings to each.

2. Members and officers working together to achieve a common purpose with clearly defined functions and roles.

Source of assurance

The Council's Constitution defines and documents the roles and responsibilities of member and officer functions, with clear published delegation arrangements and protocols for decision making and communication.

The constitution is kept under review by the Constitutional Sub-Committee. During 2015/16 the Monitoring Officer, working with the Constitutional Sub-Committee updated the Constitution, mostly in regard to inserting new officer designations and have also taken the opportunity to 'tidy up' in other ways by, for example, including new elements such as the social media guidelines that have been recently approved by full council.

All officers have defined role descriptions which set out their personal roles and responsibilities.

There is a member/officer protocol that sets out the standards of behaviour expected to ensure an appropriate working relationship between members and officers.

Members work with officers to develop and approve the Corporate Plan, setting out the Council's priorities. Officers use the Corporate Plan to align service delivery with the Council's priorities and regularly report progress to the Executive.

Portfolio holders and the shadow portfolio holders meet key officers on a regular basis to discuss relevant issues within their portfolio.

The Group Leaders, Chief Executive and other relevant key officers meet regularly to share information and discuss any issues for the Authority.

The Leader and Chief Executive meet regularly in order to maintain a shared understanding of roles and objectives.

A 'One Team' newsletter is produced monthly and is issued to all officers and Members highlighting successes, emerging issues, corporate messages in order that both Members and officers share a common understanding of key issues affecting the organisation.

Members and officers work jointly on advisory and steering groups in respect of key corporate projects (e.g. growth, Transformation).

Member induction programme in place for new members.

Officer induction programme in place for new employees to ensure they have knowledge of the organisation, its values and priorities.

The Chief Executive's annual appraisal is undertaken as per the agreed process.

Service plans are clearly linked to the Corporate Plan and the Medium Term Financial Plan (MTFP), both of which are developed between Members and officers. They provide detail about the key actions to be undertaken to deliver on the corporate priorities. They also identify the performance measures and targets to ensure services achieve their objectives and to the required standard.

3. Promoting the values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behavior.

Source of assurance	Where found
External Audit of Accounts	<u>Website</u>
Members and staff Codes of Conduct	<u>Constitution</u>
Scheme of Delegation	<u>Constitution</u>

Anti-fraud and Corruption Policy	Website
Anti-bribery policy	<u>Website</u>
Financial Regulations	<u>Constitution</u>
Standing Orders on Procurement and Contracts	<u>Constitution</u>
Register of Member Interests	<u>Website</u> – included as part of the personal details for each Member
Register of Officer Interests	Refreshed annually -held by Democratic Services in paper format
Corporate Complaints Policy	<u>Website</u>
Investigation and disciplinary procedures – During 2015/16 there were 8 disciplinary cases which resulted in: 2 written warnings, 1 final written warnings, 1 dismissal, 1 no further action, 2 resignations during disciplinary investigation and 1 disciplinary investigation ongoing.	Disciplinary policy held on TDBC Intranet – HR pages
Local Government Ombudsman Annual Review Letter 2015	Available from the <u>Make a compliment, complaint or suggestion</u> page of our website
Whistleblowing Policy - The Council has in place arrangements for individuals to raise concerns where they believe that staff do not demonstrate the expected core values and behaviours.	<u>Website</u>
The Council set values for the organisation and publish these within our Corporate Strategy.	<u>Corporate Strategy</u> on our website
The Standards Advisory Committee exists to promote and maintain high standards on Councillors and co-opted members through assisting Councillors to observe the member's Code of Conduct and monitoring the	<u>Constitution</u> & Our <u>Website</u>

operation of the Code – During 2015/16 there was one complaint about members which related to a parish councillor; there were no formal complaints received in respect of TDBC councillors

4. Taking informed and transparent decisions which are subject to effective scrutiny and risk management arrangements

Source of assurance	Where found
<p>Taunton Deane Borough Council has a published Constitution that sets out the decision-making arrangements and the responsibilities for different functions. There are clear rules of procedure for the running of business meetings and details of delegated authorities to individuals. The Monitoring Officer is responsible for the Constitution.</p>	<p><u>Constitution</u></p>
<p>Corporate Scrutiny and Community Scrutiny Committees were set up in 2009 and can scrutinise matters to be considered by committees or the Council in order to provide challenge to decisions to be made or policies to be adopted.</p>	<p><u>Constitution</u></p>
<p>The Executive has a published Forward Plan of Decisions to be taken and meets on a monthly basis. The Forward Plan was amended in line with the Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and includes a column to indicate where it is anticipated that confidential items are likely to be discussed and allows for representations to be made to state why a decision should not be made in private session.</p>	<p>Our <u>Website</u></p>
<p>Protocol on decision making - The Council issues and keeps an up to date a record of what part of the Council or individual has responsibility for particular types of decisions or decisions relating to particular areas or functions</p>	<p><u>Constitution</u></p>
<p>The Council maintains an internal audit service through the South West Audit Partnership (SWAP) that operates to standards specified by the Institute of Internal Auditors (IIA) and the Chartered Institute of Public Finance Accountants (CIPFA). Auditors test compliance with good practice and internal policies</p>	<p><u>Southwest Audit Partnership</u></p>

and procedures, reporting their findings to officers and to the Councils Corporate Governance Committee.	
All reports to Council or committee contain a section relating to risk which ensures known risks are considered as part of the decision making process.	Our website
All reports to Council or committee contain a section relating to legal implications which ensures legal opinion is considered as part of the decision making process.	Our website
All reports to Council or committee contain a section relating to finance implications which ensures financial implications are considered as part of the decision making process.	Our website
Monitoring Officer and the Solicitor to the Council – responsible for ensuring the legality of the actions of the Council and promoting good standards of ethical and corporate governance.	Roles defined in the Constitution
Council meetings are open to the public (with the exception of items that are exempt under the Access to Information Act). The Council advertises meetings, communicate decisions and minutes to ensure they are publicly available in a timely manner.	Constitution & Our website
A call-in mechanism is in place in relation to challenging decisions made by the Executive which allows re-consideration and further debate of the issue.	Constitution
TDBC operates a Corporate Governance Committee which is independent of the Executive and Scrutiny functions of the Council. Corporate Governance covers a wide remit and deal with such things as health and safety, risk management, recommend changes to the Constitution in addition to receiving any audit reports given to the Authority.	Constitution & Our website
Monthly Budget monitoring by budget holders and quarterly finance reporting to Members helps ensure an accurate position of the Council's finances is available when financial decisions are made.	Internal via the Council's shared 'W' drive and Our website
Open data information required under the Transparency Code, as well as some voluntary proactively published data, is available on the Council's website to aid transparency of the operation and conduct of the Council.	Our website

Freedom of Information / Environmental Information Regulations permitting scrutiny of information held by the Council of any matter (subject to exceptions and exemptions)	Our website
A Tenants Services Management Board has been set up, whose members include tenants and Councillors. This board holds the Housing Service to account including performance and expenditure and helps shape the direction of the service.	Agendas and minutes available on our website
Progress of the growth programme is regularly reviewed by the Taunton Economic Advisory Board – which includes various key stakeholders from the local business and public sector, providing independent advice to TDBC, and overseeing the strategic economic development of the Borough. Project Taunton Steering Group - TDBC Members only, with a particular focus on Taunton Town Centre regeneration.	

5. Developing the capacity and capability of members and officers to be effective in their roles

Source of assurance

Staff have an annual appraisal meeting with their manager. Performance is reviewed and an action plan for the next period is set. This assists the member of staff in the performance of their work, helps to develop their skills and identifies any training needs as well as identifying how their role sits with the delivery of Corporate Priorities.

A corporate training programme is in place covering a variety of skills and knowledge to help officers become more effective.

A corporate e-learning system has been purchased and rolled out to staff during 2015/16 covering a very broad range of topics including governance issues such as Data Protection, Freedom of Information, Appraisals etc.

Taunton Deane Borough Council held extensive Member induction programmes following the May 2015 local elections.

As part of ongoing Member Development the Council has appointed a member champion. The role of the member champion is to encourage and facilitate the participation of members across all political groups to work together for the benefit of the council and the communities they serve. This is based on a recognition that any change in respect of the Council going forward, be it called 'transformation' or whatever, will only be successful with the full engagement and leadership from its elected members.

The member champion is therefore keen to ensure that any events put on are relevant to this process and that members must feel engaged and empowered – hence their banner of 'Making a Difference'. The principles they want to follow are to develop a series of events, to which all members of TDBC and WSC are invited.

Within this context, the first event was held on 27th October 2015 and focussed on a greater understanding of statutory and non-statutory duties that councils undertake to reveal just how complex the picture is.

Members present then held table discussions to reflect on what they had heard and to draw out views how members wanted to be involved going forward and how to progress ideas for future joint member workshops.

The next stage is to work with the member champion to develop the programme of events referred to above.

6. Engaging with local people and other stakeholders to ensure robust public accountability

Source of assurance	Where found (if applicable)
Greater corporate use of Social Media – a TDBC Twitter account has been created and has shown a significant increases in 'followers' during the year and an approved Social Media Policy is in place.	Twitter: @ tdbc

The Council produces an Annual Statement of Accounts and publishes these on its website.	Audit of accounts page on Council website
Performance Management Framework – the Council uses different performance measures (quality, outputs, value for money, customer satisfaction) to give an overview of Council performance and stimulate improvement; information is published quarterly on our website in the form of reports and minutes against the corporate priorities and targets and reported to the Council’s leadership team, Scrutiny Committee and Cabinet for review and challenge. Local people can use performance information, to hold the council to account and have a bigger say on what happens in their communities.	Performance reports available on our website
Corporate Strategy (2016-20) which describes the Council’s priorities and intended outcomes for citizens and service users, our vision and our core values.	See Corporate Strategy on our website.
The ‘Your Guide’ Council Tax booklet shares details on the Council’s financial position (i.e. a summary of the Statement of Accounts), priorities, and other useful information and is available on line and also available in paper format on request.	Council Tax booklet available on our website
Groups such as the Tenants Forum and Sheltered Housing Forum allow tenants to have a strong voice in ensuring accountability of the Housing service.	Tenants Forum minutes on Council website
The Council encourages all types of feedback (complaints, compliments, comments & suggestions) from a number of channels (website, telephone, e-mail/letter, face-to-face), and these are logged on a central database for analysis and review.	Make a compliment, comment or complaint page of our website
The Weekly Bulletin is published every Thursday and gives details of the latest Council news and decisions. In it are details of future Committee meetings, decisions made by Councillors, the Mayor’s engagements, recent press releases. It is distributed to all Councillors and staff, the local media and some partner organisations including parish Councils.	Available on our website
Articles relating to the Council’s vision and priorities are regularly communicated to the community through the Somerset County Gazette – using the ‘Deane Dispatch’ page.	Somerset County Gazette
Housing performance information is published on our website.	Available on our website

<p>The Local Government Ombudsman produces an Annual Review Letter 2015 setting out the number of complaints against the Council made to the Ombudsman in the previous year together with the outcome of those complaints.</p>	<p>Available from the link published on the Comments and Complaints page of our website</p>
<p>Annual Satisfaction Survey introduced in 2014/15 and continued for 2015/16. For 2015/16 we made paper surveys available as well and sent one out with every Council Tax bill in order to boost response rate. The results were reported to the Council's Executive and all Members.</p>	<p>Available from Corporate Performance Team.</p>
<p>The Council employs Community Development Officers whose roles are to engage with local communities in order to build skills and confidence and support individuals and communities to identify and articulate their needs and then develop their own solutions.</p>	<p>Community Development page of our website</p>
<p>The Council has a consultation policy and throughout the year officers continued to invite input through a wide range of community and business based groups. Public consultations are publicised on our website. Additionally an annual resident's survey was promoted via each of the Council Tax bills we issued.</p>	<p>Current Consultations page of our website.</p>
<p>Regular News articles are placed on the home page of the TDBC Website promoting emerging issues and decisions.</p>	<p>News items on the home page of our website</p>
<p>Revenues and Benefits Customer Forum – made up of the landlords, Council tax payers, business rate payers and Customers receiving Council Tax support and /or Housing benefit. The purpose of the Forum is to develop suggestions on how to address any issues customers have told us about and review and comment on any action plans we come up with to improve our service to customers.</p>	<p>Join the Revenues and Benefits Customer Forum page of our website</p>
<p>Council meetings are open to the public (with the exception of items that are exempt under the Access to Information Act). The Council advertises meetings in advance and publishes minutes of meeting held.</p>	<p>Constitution & Our Website</p>

The Authority's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.

Review of Effectiveness

Taunton Deane Borough Council has responsibility for conducting, at least annually, a review of its governance framework including the effectiveness of the system of internal control.

The review for the 2015/16 statement was carried out on 26th April 2016 by officers of the Corporate Officers Governance Group, made up of the Internal Audit Manager, Deputy Section 151 Officer, Monitoring Officer and the Corporate Strategy & Performance Manager.

The review of the effectiveness is informed by senior managers within the Council who have responsibility for the development and maintenance of the governance environment, and also by the work of the internal auditors and external auditors

The opinion of the Internal Auditors was that overall the control environment was reasonable in 2015/16 (the opinion was also "reasonable" in 2014/15).

In its review of effectiveness, the Authority has assessed its overall governance arrangements remain adequate and fit for purpose.

Some areas where further improvements could be made have been identified and these have been included within the Action Plan (Appendix A) which we will seek to address during the 2016/17 financial year.

Certification

Over the coming year we will continue to enhance our governance arrangements. We are satisfied that these steps, shown within the Action Plan, will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

On behalf of Taunton Deane Borough Council:

Signed:
John Williams
Leader of the Council

Signed:
Penny James
Chief Executive

The review of our governance framework identified some areas where further improvements could be made. These are shown below. We will seek to address these during the 2016/17 financial year (April 2016 to March 2017).

Ref	Action
1	Introduce a corporate process for reviewing and documenting decisions regarding the prioritisation of internal audit recommendations.
2	Facilitate a self-assessment of the effectiveness of the Corporate Governance Committee (based upon CIPFA guidance 2013) and identify training needs flowing from this.
3	Undertake a review of the Scrutiny/ Decision-Making Processes within the Council to ensure it is efficient and effective in terms of both officer and Member involvement.

The following actions were identified within the 2014/15 Annual Governance Statement as matters which the Council sought to progress during 2015/16. Below is an update on progress against these matters:

Ref	Action	Progress
1	Refresh the Council’s Corporate Priorities and Corporate Plan, re-focusing on the purpose of the Council and on outcomes for the community. Take through the democratic process and publicise through traditional and social media.	Complete - The Corporate Strategy has been through the Democratic Process and was formally approved at Full Council. The Corporate Strategy has been uploaded onto the Taunton Deane website and publicised via social media.
2	Publish committee minutes within 7 working days of the meeting – introduce an internal performance measure to track progress against this target.	Complete - all committee meetings minutes will be available to be signed off by the committee chair within 7 working days of the meeting. This is to be a Corporate Measure, on the Quarterly Performance Scorecard from 1 April 2016.
3	Add further open data to the Council’s website to meet the requirements of the Transparency Code 2015. To meet the Government’s desire to place more power into citizens’ hands to increase democratic accountability and make it easier for local people to contribute to the local decision, making process and help shape public services	Complete - A significant piece of work has been undertaken to make sure the TDBC website now meets all the requirements of the Transparency Code 2015. To increase the Councils Transparency additional information has been added to our "Open Data" webpages. This information covers: <ul style="list-style-type: none"> • Business Rates Accounts • Business Rates Accounts in Credit • Public Health Funeral's
4	Develop a new staff Intranet, so there is a single repository of up to date policy and procedures which staff can easily access irrespective of their location.	Complete – The new Intranet will go live in early May 2016

5	Develop a robust staff induction process for all staff in the One Team ways of working and behaviour.	Complete.
6	Deploy eLearning solution in order to deliver refresher training in DPA, FOI, Health and safety etc and have a real-time record of who has undertaken the training.	Complete. Following a pilot in October, the One Team Learning Management System was launched to all staff in November 2015. There are currently 43 modules available for staff to access for their personal development with new modules being added on a weekly basis.
7	Initiate a process of assurance that the basics are in place across the One Team– for example regular team meetings, risk registers, appraisals etc	Not Complete. This will carry over to 2016/17. Discussions to be held within the management team of what the 'basics' will consist of and the process for gaining assurance that these are in place.