

## Appendix B – Annual Governance Statement Action Plan

Issue Identified	Action to be taken	Lead Responsible Officer	Deadline
<b>Corporate Governance</b>			
<p>The procedure for dealing with complaints about Councillors needs to be reviewed and updated</p>	<p>The procedure for dealing with complaints about Councillors has been amended as part of the work by the LGR Governance workstream.</p> <p>This will now go forward to the SWT Standards Committee in July 2022 and on to Full Council in September 2022.</p> <p>This will mean that any complaints that come in after Full Council approval will be dealt with in a consistent way across SCC and the 4 District Councils in the interim period before the Unitary Council vesting day on 1 April 2023.</p>	<p>Governance Manager and Monitoring Officer</p>	<p>30/09/22</p> <p>Completed – the Somerset wide procedure for dealing with complaints about Councillors was signed off by the Standards Committee on 26/07/22 and Full Council on 06/09/22.</p>
<p>The information on the Council website relating to complaints about Councillors needs to be reviewed and updated</p>	<p>This links to the action above. Once this has been approved by Full Council the amendments will be made to the SWT website.</p>	<p>Governance Manager and Monitoring Officer</p>	<p>30/09/22</p> <p>Partly complete - The new Code of Conduct has been put on the website. The officer is working with colleagues at the other Councils to determine a start date for the procedure for dealing with complaints about Councillors.</p>

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<p>The Member's Code of Conduct needs to be reviewed and updated following the publication of the Local Government Association model Code of Conduct.</p>	<p>The Member's Code of Conduct has been reviewed and updated as part of the work by the LGR Governance workstream.</p> <p>This will now go forward to the SWT Standards Committee in July 2022 and on to Full Council in September 2022.</p>	<p>Governance Manager and Monitoring Officer</p>	<p>30/09/22  Completed – the Somerset wide Members Code of Conduct was signed off by the Standards Committee on 26/07/22 and Full Council on 06/09/22.</p>
<b><i>Risk Management</i></b>			
<p>Whilst Performance and Finance report have been going before the Scrutiny Committee and Executive on a quarterly basis. This now needs to happen with the Key Business Risk Register</p>	<p>Quarterly reporting took place in 2021/22. The Q4 and outturn report is scheduled to go to the Corporate Scrutiny Committee on 06/07/22 and Executive on 20/07/22</p>	<p>Business Intelligence and Performance Manager</p>	<p>31/07/22  Completed – the Q4 and outturn report went to Corporate Scrutiny Committee on 06/07/22 and Executive on 20/07/22</p>
<p>The Internal Audit report on Risk Management highlighted that staff training needs to be carried out</p>	<p>Investigate with the Learning and Development team if a mandatory training module can be set up on the e-learning platform for all staff to complete</p>	<p>Business Intelligence and Performance Manager</p>	<p>31/12/22</p>
<p>The Internal Audit report on Risk Management highlighted that Member training needs to be carried out</p>	<p>Carry out a Member Briefing/training session on Risk Management</p>	<p>Business Intelligence and Performance Manager</p>	<p>30/09/22  Behind schedule due to meetings diary being busy – session to be scheduled</p>

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<b><i>Member Training and Development</i></b>			
Ethical awareness needs to be improved	<p>Ethical awareness training for Councillors at least twice a year.</p> <p>The Governance Manager and Monitoring Officer will provide the Standards Committee with an update regarding awareness training on 26 July 2022. Key messages about ethical behaviour and conduct will continue to be highlighted through the ethical newsletters – scheduled to be published in early June, September and December 2022. The newsletters will include reminders on declaring interests and gifts &amp; hospitality</p> <p>Monitoring Officer to send quarterly updates to Officers reminding them to declare any interests and gifts &amp; hospitality</p>	Governance Manager and Monitoring Officer	<p>By 31/12/22 Training session scheduled for 14/12/22</p> <p>By 31/12/22 First ethical newsletter published in June 2022. Second due to be published in early November – delay due to the capacity in the Governance Team. The third edition will now be published in January 2023</p>
Need to carry out Member refresher training on Data Protection	A training session to be arranged for Members	Governance Manager & Monitoring Officer and Information and Records Manager	<p>By 30/09/22 A Member briefing on Information Management is scheduled for 01/11/22. Reminders about Data Protection and safeguarding information will be in Newsletter edition 2</p>

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<b><i>Member Communications</i></b>			
Members are not currently getting feedback from reps on outside bodies	Information from reps on outside bodies will be included in the SWT Member newsletter, as and when the information is available.	Governance Manager and Monitoring Officer	Throughout the year ending 31/03/22
<b><i>Limited Assurance Internal Audits</i></b>			
The Corporate Health & Safety Internal Audit report gave limited assurance in July 2021	Ensure that all outstanding Internal Audit recommendations arising from the Corporate Health & Safety report are actioned by the target dates agreed by officers.	Health and Safety Specialist/ Assistant Director Corporate	As per deadlines set out in the Internal Audit report
The Data Centre Review Internal Audit report gave limited assurance in September 2021	Ensure that all outstanding Internal Audit recommendations arising from the Data Centre review report are actioned by the target dates agreed by officers.	ICT Manager/ Assistant Director Corporate	As per deadlines set out in the Internal Audit report
The Procurement Cards Internal Audit report gave limited assurance in April 2022	Ensure that all Internal Audit recommendations arising from the Procurement Cards report are actioned by the target dates agreed by officers.	Assistant Director Finance	As per deadlines set out in the Internal Audit report
The Stores Internal Audit report gave limited assurance in April 2022	Ensure that all outstanding Internal Audit recommendations arising from the Stores report are actioned by the target dates agreed by officers.	Director of Housing	As per deadlines set out in the Internal Audit report