

Code of Corporate Governance – Action Plan 2006/07

Corporate Governance Dimension	Recommended Action	Comments	Lead Officer /Timetable
Dimension 2 - Service Delivery Arrangements	Consideration should be given to the production of a centralised service review programme.	Some service reviews have been identified as part of the Modernisation and Improvement Plan and a programme needs to be developed, in part to ensure that the Gershon efficiencies are achieved.	Chief Executive September 2006
	The Terms of Reference for the Performance Management Group should be reviewed and updated accordingly and the Group needs to establish itself to improve the performance management process.	The PMG has done good work on initial implementation of a new system of performance monitoring. The Group will be developing the system further in the coming year.	Chief Executive June 2006
Dimension 4 – Risk Management and Internal Control	There is an overall robust framework in place for Risk Management which is still relatively new. The Council needs to build upon this and ensure embedding of the processes is monitored closely. The Action Plans need to be completed for all risks, particularly the Strategic Risks.	The embedding process will be overseen by the Strategic Risk Group. The Action Plans will be reviewed and completed as part of the performance management process. The action plans for the Strategic Risks will be considered by Corporate Management Team.	Director of Finance July 2006
Dimension 5 – Standards of Conduct	The Complaints procedure should be reviewed as agreed.	The review was deferred pending the implementation of the Customer Service Centre as this may affect the procedure. Once the Centre has been operating for a period the procedure will be reviewed.	Chief Executive September 2006

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Other Governance Issues	There is an outstanding action to ensure that there is an effective programme management board in place for the overall control of the Council's entire project programme.		Chief Executive December 2006
	The Council is in the process of establishing effective business continuity planning across the authority to improve the control environment for service delivery which was identified as an action last year. The Council needs to ensure the plans are finalised and become fully embedded throughout the organisation.	The project is proceeding well and plans will be finalised shortly.	Director of Development October 2006
	Senior Management will review the actions identified in the CPA Use of Resources Assessment Results which are required to improve the scores for those Key Lines of Enquiry where the result = 1 – below minimum requirements / inadequate performance or = 2 – only at minimum requirements / adequate performance.	The issues raised have been considered. The outcome of the consultation on future use of resources assessment is awaited.	Director of Finance October 2006
	The implementation of agreed Internal Audit recommendations need to be closely monitored by senior management to ensure these are fully addressed by the agreed action date.	Corporate Management Team receives quarterly reports and will be endeavouring to ensure that all actions are completed in a timely and appropriate manner.	Director of Finance On-going