











2014/15 Annual Governance Statement Action Plan Update Report






Action	Due Date	Status	Assigned To	Update per R29/16 to Scrutiny & Audit Committee	Update June 2016
CGAP_0001 We will carry out a self-assessment against the CIPFA Code of Practice on Managing the Risk of Fraud & Corruption	31-Dec-2016		Shan Coombs	The CIPFA Code of Practice is being used to inform the review of counter-fraud policies which is currently in progress.	<p>In Progress. 50% complete Due date revised from December 2015 to December 2016</p> <p>The revised policies are due to be considered at EMT on 7 June and will be submitted to S&A for their consideration and to P&R for approval after the recess.</p> <p>A more formal self-assessment against the CIPFA Code will be completed once the new policies have been approved.</p> <p>Carry forward to 2016/17 action plan</p>
CGAP_0002 We will review Financial Regulations and update as necessary	31-Mar-2016		Joy Anderson	The review will be carried out in the final quarter of 2015/16.	<p>No update in Covalent</p> <p>Revised rules on public procurement in Scotland came into force in April 2016 but detailed guidance is awaited on some parts of this. Financial Regulations will be updated in full once the guidance has been provided by Scottish Government. Other sections of the Regulations will be reviewed and updated at the same time.</p> <p>Carry forward to 2016/17 action plan</p>



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CGAP_0003 We will review our complaints reporting to ensure we can identify any potential trends and demonstrate lessons learned / improvements made.	31-Mar-2016		Elaine Whittet	Internal audit review of complaints management is in progress. Due to be reported to this committee in March 2016.	Completed Internal Audit report on Complaints Management issued February 2016. (R104/16 to S&A refers) Complaints reports to S&A Committee R162/16, R260/16
CGAP_0004 We will review the Local Code of Corporate Governance	31-Dec-2016		Shan Coombs	The Council's current Local Code is based on the CIPFA/SOLACE guidance note 'Delivering Good Governance in Local Government'. Revised guidance is due to be issued early in 2016, which will take effect from 1 April 2016. The review of the Council's Local Code will be finalised once the revised guidance has been published. The Corporate Governance Officers Group is currently reviewing the assessment process for the 2015/16 corporate governance review.	Delivering Good Governance 2016 was published late April 2016. Scottish guidance notes are due to be published in September 2016. Due date revised from March 2016 to December 2016. Carry forward to 2016/17 action plan

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CGAP_0005 We will develop a project governance model, which will ensure a consistent approach to project management, project governance, management information and benefits realisation.	30-Jun-2016		Gordon Cargill	The Project Governance Working Group has considered the various documents and processes that currently exist across a number of Council services. After due consideration it has identified appropriate business change processes for programmes, projects and service reviews. The TA Programme Board has agreed to 'go-live' and cascade the approach throughout the organisation, including rolling out a training programme for staff. (Report 401/15 to the Policy & Resources committee refers.)	Completed Project governance model approved by TA Board and now live. Complementary training programme being rolled out to staff.
CGAP_0006 We will review procedures for carrying out and publishing equality impact assessments	01-Dec-2015		Doreen Phillips	Internal Audit are carrying out a follow-up review. A memo summarising the findings will be issued to CGOG (and EMT). The findings will also be included in an Internal Audit update report to this committee.	Completed. Equalities f/up work has been undertaken by Internal Audit and will be reported to the June S&A as part of the update report. (Report 252/16 refers)
CGAP_0007 We will continue to embed the Information Governance Framework throughout the Council and will deliver the Information Governance Improvement Plan.	17-Aug-2016		Sheona Hunter	Project Lead (Information Governance) took up post on 1 December 2015. The Information Governance Improvement Plan will be reviewed at the January 2016 meeting of the Information Governance Steering Group.	The Information Governance Improvement Plan has been reviewed and revised. Due dates for actions are between June 2016 and March 2018. Carry forward to 2016/17 action plan

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CGAP_0008 We will introduce a grading framework and policy for posts on the Chief Officer scale below Strategic Director level	31-Mar-2018		Sharon Faulkner	The Strategic Director for Resources is to review management structures and remuneration to reflect a leaner, clearer organisational structure. The review will focus on the identification of a single but appropriate and consistent approach to the remuneration for Heads of Service and Chief Officer graded Service Manager posts. (Report 473/15 to Council refers.)	Carry forward to 2016/17 action plan

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CGAP_0009 We will address the recommendations arising from external audit's assurance based investigation of the processes involved in the distribution of exempt reports. (Report 238/15 refers)	31-Dec-2015		Sheona Hunter	<p>Action plan reported to S&A Sept 2015 (R385/15)</p> <p>At 22 December 2015, Covalent shows progress as follows:</p> <p>R1: Training session for elected members took place in September 2015. Further session to be held in January 2016. Completion date revised to 31 March 2016.</p> <p>R2: Due date 31 Dec</p> <p>R3: Due date 31 Dec</p> <p>R4: Complete</p> <p>R5: Due date 31 Dec. Permissions policy agreed by EMT. Communication to parties affected being drafted.</p> <p>R6: Due date 31 Dec. Information Governance policies now in place and will be communicated as part of the January 2016 training.</p>	Revised access permissions to the Document Centre have been put in place and additional training has been provided. Further actions will be completed as part of the Information Governance Improvement Plan
CORRR_0002.1 We will develop a clear strategy of what Council and Service priorities are required to deliver the Council's SOA and spell out what are no longer priorities and why they will be stopped	31-Dec-2015		Heads of Service	Refer to Corporate Risk Register Update report to this committee (R28/16)	Completed. R160/16 to S&A Committee refers.

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CORRR_0002.2 We will agree the priorities using the legal statutory duty as the base starting point to ensure we deliver our statutory duties	28-Feb-2015		Heads of Service	Completed	
CORRR_0002.3 We will work with Corporate Improvement team and strategic partner to investigate and review the ways in which services are delivered to develop a portfolio of efficiency savings through service redesign as a first objective before services are reduced	30-Jun-2015		Heads of Service	Completed	
CORRR_0002.4 We will communicate the above clarity with staff, management and unions as early as possible and manage the change in accordance with council policy without avoiding the challenge this brings	31-Mar-2016		Heads of Service	Refer to Corporate Risk Register Update report to this committee (R28/16)	Completed. R160/16 to S&A Committee refers.
CORRR_0002.5 We will develop a clear CMT communication plan based on the prioritisation and disinvestment of services that links to the evidence for the decisions and provides a clear, consistent and transparent set of adopted messages.	30-Jun-2015		Heads of Service	Completed	
CORRR_0004.1 We will undertake a full review of our existing performance management arrangements and the data/intelligence we use to make decisions and identify areas for improvement and further development	30-Jun-2016		Heads of Service	Refer to Corporate Risk Register Update report to this committee (R28/16)	Completed. R160/16 to S&A Committee refers.

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CORRR0010.6 We will review the corporate governance assurance process which will inform the 2015/16 Annual Governance Statement	31-Mar-2016		Shan Coombs	Refer to Corporate Risk Register Update report to this committee (R28/16)	Completed. R160/16 to S&A Committee refers.
LDS_OPDS010 We will undertake a review of Standing Orders to ensure that they reflect the changes to the committee structures agreed via Report 237/15.	30-Sep-2015		Donald Macaskill	Completed	