

Local Government Overview Report – Draft Action Plan from Self-Assessment Workshop

Table has 16 rows and 4 columns

Action	Responsible Officer	Completion By	Implications/Comments
Review arrangements for identifying members learning and training needs with an emphasis on reviews being undertaken annually to help identify any common themes and any issues where one-to-one training / support would be more suitable. Report to Scrutiny and Audit annually summarising development activity and reporting attendance and participation in one-to-one's	Organisational Development Manager	December 2015	Responsibility for participating in this process lies with every elected member
Officers to be reminded to provide notes/slides from training events to members, preferably electronically. Reminder to be issued and cascaded across the Council	Head of Corporate Improvement & Finance	August 2015	Responsibility for implementation will be a matter for each Directorate/Service
Officers to continue to provide briefings and presentations as an effective way of explaining complex or significant proposals. Elected members to continue to make every effort to attend briefings and presentations. Reminder to be issued	Head of Corporate Improvement & Finance	August 2015	
Review to be undertaken of how financial information and financial reports is presented to members with the aim of simplifying where possible and providing summaries/highlights	Head of Corporate Improvement & Finance	January 2016	Review to be complete by December 2015 for implementation from January 2016 (in time for main budget reports)
Review merits of a financial handbook and financial reporting calendar for elected members to aid understanding of financial issues	Head of Corporate Improvement & Finance	January 2016	
Review format and content of Annual Reports to be more exception based and with more benchmarking information	Corporate Improvement Manager	December 2015	Work to review the format, style and content of Annual Reports is already underway so the workshop feedback from members will be considered as part of that review
Members to receive financial information about major projects, policy changes, etc. in sufficient time to enable discussion and clarification and to be kept up to date with any changes	Head of Corporate Improvement & Finance supported by Council Management Team	For application immediately	The workshop identified a specific issue but this is not the norm. Our Governance self-assessment suggests we already have robust processes here but the pace at which some service reviews have been taken forward recently has created problems. If members are concerned about having financial information and enough time to consider it this may require amendment to the reporting timescales for some reviews
Officers to continue to ensure members are briefed on major policy/legislative changes and their potential implications for the Council.	Council Management Team	For application immediately	Updates will be brought forward timeously insofar as they are relevant to the business of the Council
Continue promotion of budget/financial challenges through press releases, etc. connected to budget setting and service review work ongoing during the year.	Communications Manager supported by Council Management Team	For application immediately	
Continue with existing plans for joint working, working with partners, etc.	Executive Management Team	For application immediately	
Continue with existing plans and actions on preventative approaches and use priority based budgeting approach as a mechanism to shift resources towards prevention	Council Management Team	For application immediately	Financial constraints and statutory responsibilities make shifting resource to prevention very challenging
Finance Officers to consider how current medium term financial planning could be refined to take longer term view in key areas.	Head of Corporate Improvement & Finance	September 2015	Will review arrangements as part of update to Medium Term Financial Strategy (MTFS)
Arrange briefing for Community Councillors on Angus Council financial position and outlook	Head of Corporate Improvement & Finance	January 2016	
Officers to consider how best to improve and maintain awareness of the role of statutory officers among members and senior officers	Statutory Officers	November 2015	Perhaps link to Governance updates or provide specific briefings
There needs to be a formal review / update of actions taken as a result of scrutiny panel work.	Service Manager Governance	September 2015	The plan is to submit update reports to S&A in August / Sept