

Annual Governance Statement Action Plan 2017/18 Update October 2017

Action	Due Date	Assigned To	Notes	Update October 2017
<p>1. We will continue to embed the Information Governance Framework throughout the Council and will deliver the Information Governance Improvement Plan.</p> <p>CGAP_0007</p>	30-Nov-2018	Sheona Hunter	<p>Brought forward from 2016/17 action plan.</p> <p>Delivery of the Information Governance Improvement Plan 2016-2018 will be monitored by the Information Governance Steering Group.</p> <p>At May 2017, twelve of the improvement actions have been completed.</p> <p>A further action plan has been developed to ensure that the council is able to meet the requirements of the General Data Protection Regulation (GDPR), which comes into effect in May 2018. Progress will be monitored by the Information Governance Steering Group.</p> <p>Internal Audit's 2017/18 plan includes a review of GDPR Readiness.</p>	<p>In progress</p> <p>The Information Governance Steering Group continues to monitor the delivery of the Information Governance Improvement Plan.</p> <p>A GDPR group has been set up to take forward the delivery of the GDPR action plan. Progress is reported to the Steering Group.</p>
<p>2. We will continue to ensure that governance, scrutiny and performance monitoring arrangements in respect of Angus Health & Social Care Partnership and AngusAlive are fully embedded and effective.</p> <p>CGAP_0011</p>	31-Mar-2018	Shân Coombs	<p>Brought forward from 2016/17 action plan.</p> <p>Further work will be undertaken during 2017/18.</p> <p>The 2017/18 internal audit plan includes a review of Council oversight of the IJB.</p>	<p>In progress</p> <p>The Scrutiny & Audit Committee, at its meeting in June 2017, agreed that the remit of the committee should be amended to include the scrutiny of AngusAlive and Angus Health and Social Care Integration Board. Additions to the committee remit were approved by Council in September 2017 (R277/17 refers).</p>

Action	Due Date	Assigned To	Notes	Update October 2017
<p>3. We will introduce a grading framework and policy for posts on the Chief Officer scale below Strategic Director level</p> <p>CGAP_0008</p>	31-Mar-2018	Sharon Faulkner	<p>Brought forward from 2016/17 action plan</p> <p>Work is in progress 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 remuneration for Heads of Service and Chief Officer graded Service Manager posts. (Report 473/15 to Council refers)</p>	<p>In progress</p> <p>Informal consultation on the management structure review took place in September 2017.</p> <p>Formal consultation commenced on 9 October and will finish on 31 October 2017.</p> <p>The pay and grading review is in progress.</p>
<p>4. We will implement an electronic employee performance management system.</p> <p>RDIP_0097</p>	<p>30-Jun-2017</p> <p>Amended to 30-Sept-2018</p>	Amanda Spark	<p>This action is included in the Resources Directorate Improvement Plan 2017-2020. The new system was rolled out to a pilot group in March 2017.</p> <p>Implementation of the new appraisal system is expected to address the issues raised by Internal Audit in their 2016/17 review of Staff Appraisal and Development. Internal Audit will be monitoring completion of the actions from their audit report. As with all Level 1 audit actions, progress will be reported in the Internal Audit update reports to the Scrutiny & Audit committee.</p>	<p>In progress</p> <p>System was rolled out to pilot group in March 2017. Feedback was gathered from users and adjustments made. System is now in place, guidance to support it is being finalised. It is currently being rolled out service by service and will be fully implemented by September 2018.</p>

Action	Due Date	Assigned To	Notes	Update October 2017
<p>5. We will take account of the findings from the Accounts Commission report on the 2016 Best Value audit of Angus Council as we develop the new Council Plan.</p>	<p>31-Oct-2017</p>	<p>Les Hutchinson</p>		<p>Completed</p> <p>The Angus Council Plan 2017-2020 was approved by Council in September 2017 (R276/17)</p> <p>Reference to this action point was included in the draft Governance Statement submitted to the committee in June 2017 (R214/17 App 3). The new Council Plan had been approved before the 2016/17 annual accounts were finalised and the action point reference was removed from the final Governance Statement.</p>