

Action Plan from 2016/17 Review of Corporate Governance. Updated June 2018

Action	Due Date Assigned to	Notes	Update October 2017	Update June 2018
<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>	<p>30-Nov-2018</p> <p>Sheona Hunter / Lisa Dallas</p>	<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>Completed</p> <p>Work to embed good information practices throughout the council will continue and progress will be monitored by the Information Governance Steering Group and by Internal Audit.</p> <p>Internal Audit undertook a 2-phase review of GDPR Readiness during 2017/18. The results were reported to committee in June 2017 and March 2018. Further follow-up work is included in the 2018/19 Internal Audit plan. Progress in completing agreed improvement actions will be monitored by Internal Audit.</p> <p>Information Governance issues are now included in the annual corporate governance assurance questionnaire issued to directorates.</p>

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<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>	<p>31-Mar-2018</p> <p>Shân Coombs</p>	<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>	<p>Completed</p> <p>As part of the managers' review, a new post of Senior Practitioner (Strategic Commissioning) has been created. Recruitment is currently in progress. The post holder will be responsible for managing relationships with organisations undertaking major functions on behalf of Angus Council, including Angus Health & Social Care Partnership and Angus Alive.</p> <p>Working relationships between AHSCP / IJB and the Council are relatively new, and governance arrangements are still being developed and refined.</p> <p>In 2017/18, Internal Audit undertook a fact-finding exercise to establish what governance arrangements are in place to monitor the Council's relationship with the IJB. The findings were reported to the Scrutiny & Audit Committee in June 2018 (R203/18) Further work will be undertaken as part of the 2018/19 Internal Audit Plan.</p> <p>In January 2018 the S&A committee approved a protocol for the Sharing of Audit Outputs. The protocol has also been approved by the IJB and NHS Tayside. (R24/18 refers).</p>

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<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>	<p>31-Mar-2018</p> <p>Sharon Faulkner</p>	<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>Completed</p> <p>The grading framework has been agreed and implemented.</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> <p>Amanda Spark</p>	<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>	<p>Completed</p> <p>The new system has been rolled out to all employees with access to a computer.</p>

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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.	31-Oct-2017 Les Hutchinson		<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>	<p>Completed</p>