
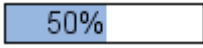








Appendix 1



Annual Governance Statement: Action Plan Update


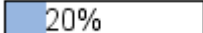
Action Code	AC-CGOV-00043			Start Date	18-Dec-2020
Action Title	Review Social Care Billing Process				
Description	Review the end to end process for assessing, billing and recovering payments for social care.			Due Date	31-Mar-2022
Latest Note	Meeting of 4 sub groups continue to progress with a target date of 31/3/22 for action plans & timelines to be produced. Due to the anticipated scope of work required to complete the action plan, it is requested to extend the completion date for this action to 31 March 2023.				
Action Code	AC-CGOV-00044			Start Date	11-Dec-2020
Action Title	Review Whistleblowing Policy				
Description	Review the Councils existing Whistleblowing Policy and guidance in the context of integration.			Due Date	31-Dec-2021
Latest Note	Have moved to 95% complete as TU feedback has been received. One query to be cleared and then revised policy can come to P&R Committee. It is requested to extend the completion date for this action to 31 March 2022.				
Action Code	AC-CGOV-00070			Start Date	
Action Title	Corporate Data Protection Training				
Description	The Governance Review 2020/21 has identified the continued need to ensure that data protection training is completed comprehensively by All Council Staff			Due Date	31-Mar-2022
Latest Note	<p>In 2021 we introduced a new 8 minute refresher video for staff who had already completed the full Data Protection Training.</p> <p>At the Information Governance Working Group meetings and the Information Governance Steering Group meetings, Information Officers and Senior Information Officers were asked to remind staff in their services to complete this. Five reminder messages went out from the Comms Team which were placed in You Matter and on the front page of the Intranet.</p>				

	<p>Data Protection exception reports went out, in November, to Service Leads/Managers and Information Officers of each of the services. The reports reflected who had, and who had not, completed the training up to the 31 October 2021. The number of staff who had completed this training was quite low, and Service Leads/Managers and Information Officers were asked to contact the members of staff, who had not done the training, to ensure this was concluded as a matter of urgency.</p> <p>Continuous development is something that is encouraged, and we are constantly looking at ways of improving this training. For 2022, three services are currently analysing the data gathered from Data Breaches occurring in 2021, to assist with implementing enhancements in the training for 2022.</p>
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Action Code	AC-CGOV-00071		<div style="border: 1px solid black; width: 60px; height: 15px; background-color: #add8e6; display: inline-block; text-align: center;">65%</div>	Start Date	26-Oct-2021
Action Title	AHSCP Data Breach Reporting Procedure				
Description	The Governance 2020/21 review identified that data breaches emerging from AHSCP should be reported via either Angus Council or NHS Tayside and not directly from the Partnership. A procedure is to be devised to address this matter.			Due Date	30-Nov-2021
Latest Note	This has now been allocated to a Legal Manager to progress with the AHSCP. This is a long-standing issue and will take some time to resolve but it will now be possible to dedicate some time to this now that new staff are in place. It is requested to extend the completion date for this action to 31 March 2022.				

Action Code	AC-CGOV-00072		<div style="border: 1px solid black; width: 60px; height: 15px; background-color: #add8e6; display: inline-block; text-align: center;">68%</div>	Start Date	25-Jun-2021
Action Title	Scrutiny & Audit Self Assessment Action Plan 2021/2022				
Description	Action Plan resulting from the S&A Committee Self Assessment Workshop 29 April 2021. This includes one action being carried out from last year action plan.			Due Date	31-Mar-2023
Latest Note	Refer to Appendix 2 for details of progress.				

Action Code	AC-CGOV-04			Start Date	15-Nov-2019
Action Title	Update and Review Scheme of Delegation				
Description	Operational schemes of delegation across the council will be further reviewed and updated during 2019			Due Date	30-Jun-2021
Latest Note	The governance report was agreed by Scrutiny and Audit committee for 2021. Actions have been assigned with AHSCP to complete early 2022.				

Action Code	AC-CGOV-05			Start Date	03-Jun-2019
Action Title	Adequate Storage of Archive Documents				
Description	We will work with ANGUSalve to ensure adequate storage for archived documents.			Due Date	31-Mar-2022
Latest Note	Following initial reopening of ANGUSalve services a needs assessment of services is required to be undertaken to identify opportunities within existing estate which not only meets the storage needs however also provides a suitable service to the public. This will develop further as part of engagement undertaken by the Councils Vibrant Communities service alongside the AA Transformation Project.				