




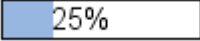


Appendix 1 Annual Governance Statement: Action Plan

Action Code	AC-CGOV-00043		<input type="text" value="60%"/>	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-2023
Latest Note	Progress continues, regular meetings of working sub-groups take place who report to main group.				
Action Code	AC-CGOV-00096		<input type="text" value="100%"/>	Start Date	14-Dec-2022
Action Title	Corporate Data Protection Training Completion				
Description	Due to the % completed in the previous year it was agreed that this action should be added to monitor this over the coming year with any updated to processes / training / comms etc.			Due Date	31-Mar-2023
Latest Note	<p>Data Protection is mandatory training that all staff are required to complete annually. The initial deadline for completing this training was by the end of September 2022, however an extension was granted to 31 October 2022 to allow staff a longer period to complete it. Data Protection exception reports were also provided to Service Leads and Information Officers for their particular service showing staff who have completed the training and staff who have not. Feedback from 2022 training has been very positive with staff commenting how quick and easy the course was to complete.</p> <p>Disappointingly reports shows that whilst this is a mandatory course approximately 28% of staff have still not completed the training. For the smaller differences this may be down to supply staff or staff being on maternity leave/long term sickness.</p>				

Action Code	AC-CGOV-00097			Start Date	16-Dec-2021
Action Title	Scrutiny & Audit Self-Assessment Action Plan 2022/23				
Description	These are the actions that were identified as part of the scrutiny & audit committee self-assessment carried out on 10 March 2022.			Due Date	30-Jun-2023
Latest Note	The overall progress update and further detail is included in Appendix 2.				

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-2023
Latest Note	This aspect is included as part of Angus Alive's transformation programme. Options are being examined to establish a way forward, including discussions and advice from Property Assets colleagues. An update is included in a report being considered at Council on 3 November 2022.				