

Good Governance Action Plan – 2011/12 Report (September 2011)

New Ref	Old ref 2009/10	Code Reference	Requirement to:- (from CIPFA/SOLACE guidance framework)	Action and Responsibility (Links to Connect) * (Links to Governance Statement)	Lead Officer(s)	Timescale	Update/Progress (where appropriate) (March 2010)
1	2	P1 SP2 2.2.1 Service Delivery	Identify breakdown in service delivery and mechanism to be used to address issue	Seek approval for the new complaints and reporting framework, roll out training and provide monitoring information (GS)	Gill Bhatti	30.07.12	On Hold as SPSO consultation being undertaken at present -
2	3	P6 SP2 2.5.1 Performance Reporting	Produce an annual performance plan outlining the Council's: - <ul style="list-style-type: none"> • vision • strategies • plans • financial statements • outcomes/ achievements • user satisfaction 	Quarter 2 and 4 Performance Reporting through IMPROVe	Linked to all Resources	Quarter 2 and Quarter 4	
3	6	P3 SP2 2.5.1 Partnership Working	Agree and demonstrate partnership values against which decision making and actions will be judged – both individually and collectively	Update the partnership register, review categories of partnerships and develop monitoring arrangements (GS)	Andrea Sinclair/Neil Reid	March 2012	
4	7	P1 SP3 3.1.2. Impact assessments	Measure the environmental impact of policies, plans and decisions.	Provide an update on the implementation of the new Sustainable Development Strategy actions by agreed dates (GS)	Ian Murray	31.03.12	

Good Governance Action Plan – 2011/12 Report (September 2011)

5	17	P4 SP4 4.3.1 Legislative and general law requirements	Observe legislative and general law requirements and integrate key principles of administrative law, rationality, legality and natural justice - into procedures and decision making processes	Identify Code of Conduct Changes	M M Cairns	30.10.11	To include issues from new Bribery Act Dependent upon receipt of revised Code
				Amend employee Code of Conduct to take account of new legislative requirements (GS)	Vicki Rodgers	30.11.11	
				Provide briefings to Elected Members on revised Councillors Code of Conduct (GS)	Rosemary Lake	31.12.11	
				Prepare and Deliver Training on Bribery Act	Legal Services	31.03.12	
				Update local Code of Governance (GS)	Andrea Sinclair	31.03.12	
6	9	GS	Continued development of the Procurement strategy	Complete review of Procurement service (GS)	Head of Finance	30.10.11	
				Internal Agreement of the Procurement strategy	Head of Finance	30.09.11	
				Carry out repeat PCA	Peter Field	30.10.11	
7	1	GS	Financial Review measures	Working Group to report initial outcomes from savings and service prioritisation work through internal reporting structure (GS)	Lindsay Freeland	30.10.11	
8	12	GS	Financial Review measures	Raise awareness of the potential impact of the financial situation – through in-house briefings and the SL Reporter (GS)	Drew King	30.01.12	

Good Governance Action Plan – 2011/12 Report (September 2011)

9	12	GS	Financial Review measures	Deliver audit costing study assignment (I681264)	Yvonne Douglas	30.12.11	
				Progress in-house developments based on the work of SOLACE and internal benchmarking(GS)	Helen Black	30.12.11 31.03.12	
10	21	GS	Financial Review measures	Produce an annual report providing details of contract outcomes.	Head of Finance	30.04.12	
				Depending on contract reporting through contracts register			
11	22	GS	Financial Review measures	Demonstrate that the Council is Following the Public Pound - for money going out (GS)	Executive Director of Finance and Corporate Resources	31.03.12	
12		GS	Risk Management	Seek endorsement of the 2011/12 risk work plan (GS)	Helen Black	03.11.11	
13	18	GS	Information Governance	Provide update on implementation of the Information Governance Strategy (GS)	Alan Colthart	31.01.12	
14		GS	Governance Review	Review of the FAN assessment to provide assistance and clarity for completion of the 2011/12 assessment – through the good governance group (GS)	Geraldine McCann	30.10.11	
15				Instruct evaluation of legislative and regulatory risks by Resource – to include as a requirement in the Risk Strategy	Geraldine McCann	31.03.12	

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16			Standing Orders, Scheme of Delegation and Financial Regulations To prepare proposal of changes Deliver Core Brief	Rosemary Lake	31.07.12 31.12.12	Linked to May 2012 election
17			Internal briefing confirmation of senior appointments in Resources following finalisation of Council strategic structure	Kay McVeigh	31.03.12	

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