



# **South Lanarkshire Council**

## **Good Governance Action Plan**

# **improve**

### **Progress Report**

### **Quarter 4 : 2018/19 - April to March**

## How to use this performance report

This performance report is intended to be both informative and easy to use. The guide below is designed to help you get the most out of the report and to answer the most common questions you might have.

**Measure Status – are we on course to achieve? The "traffic light" codes are:**

**Green**

Achieved, or due to achieve with no issues

**Amber**

There may be problems or minor slippage

**Red**

Not on course, major slippage anticipated

Measures which are to be reported later or which are "for information only" are not colour coded

Governance Plan action and associated measures

Progress update against measure

### Good Governance Action Plan

Action	Measures	Comments/Progress	Status
Implement the provisions of the Community Empowerment Act	Continue working with the three pilot communities to co-produce and deliver Neighbourhood Plans together with Community Planning Partners	Three areas were identified to test a new approach to Neighbourhood Planning. Communities are shaping the approach being taken forward in each of the three areas. Over 1,200 households took part in an early consultation exercise to identify key community priorities and reports have been produced.  Local partner organisation staff have been supporting the activity and will work with the communities to develop plans and actions to progress community priorities and improve local outcomes. To support early action, participatory budgeting events are being planned for late spring/summer.	Green
	Develop a Community Planning Partnership participation engagement strategy by 31 March 2019	A Community Planning Partnership writing group has been formed to develop the Participation and Engagement Strategy. A proposed structure for the Strategy has been developed and a consultation pack is currently being finalised.	Green
Prepare and set Revenue Budget and declare Council Tax by statutory date. Ensure link with budget and service planning	Declare Council Tax and obtain council approval of budget by the statutory deadline	Declaration of Council Tax and the approval of the 2019-20 Budget will be reported at a later date.	Report Later
Deliver the objectives of the Council Plan Connect	Revise the Corporate Management Team and Committee reporting templates to make the values in the Council Plan, Connect more prominent by March 2019	This will be progressed during 2018-19.	Green
Ensure that high standards of governance are being exercised	Local Code of Corporate Governance to be approved and rolled out to all employees and elected members by March 2019	The Governance Team will review and update the Council's Local Code of Corporate Governance with the changes highlighted from the review of governance arrangements.	Green



Summary - number of measures green, amber and red

Green	Amber	Red	To be reported later	Total
17	0	2	2	21

## Good Governance Action Plan

Action	Measures	Comments/Progress	Status
Work with communities and partners to enhance community planning and service delivery	Continue working with the three pilot communities to co-produce and deliver Neighbourhood Plans together with Community Planning Partners	The 'Our Place Our Plan' neighbourhood plans are now in place in each of the three pilot areas and launch events were hosted in late February and early March 2019. Attendance levels were as follows in Springhall and Whitlawburn 98 Adults and 88 Young People, in Hillhouse, Udston and Burnbank 84 Adults and 59 Young People attended and in Strutherhill and Birkenshaw 63 Adults and 33 Young People. The events were used to showcase existing and developing neighbourhood planning activity and acted as a catalyst to raise awareness and promote wider representative involvement in neighbourhood planning. Proactive recruitment of local people also took place at the events to heighten community involvement in neighbourhood planning structures including the stakeholder groups and associated working groups established to progress the early actions in Phase 1 of Our Place Our Plan.	Green

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	Develop a Community Planning Partnership participation and engagement strategy by 31 March 2019	<p>A draft document and graphic designs are now ready for public consultation. The newly established Community Participation and Empowerment Team are leading on the continued development of the Strategy using the public consultation process designed by the partners.</p> <p>The completed Strategy will ensure that appropriate links between policies, plans and strategies across the council/partnership are made.</p> <p>Following approval from CMT, extensive public consultation will commence and the final version of the strategy will be presented to the Executive Committee for approval by December 2019.</p>	Red
Prepare and set Revenue Budget and declare Council Tax by statutory date. Ensure link with budget and service planning	Declare Council Tax and obtain council approval of budget by the statutory deadline	The level of Council Tax and the 2019-20 Budget was approved on 27 February 2019.	Green
Deliver the objectives of the Council Plan Connect	Revise the Corporate Management Team and Committee reporting templates to make the values in the Council Plan, Connect more prominent by March 2019	The report template is designed and structured so that all essential information required is there for members to make an informed decision, including purpose, recommendations, employee and financial implications. Links to Council objectives, values and ambitions are included at the end of the report before all other supplementary information.	Green

## Good Governance Action Plan

Action	Measures	Comments/Progress	Status
Ensure that high standards of governance are being exercised	Local Code of Corporate Governance to be approved and rolled out to all employees and elected members by March 2019	The Code was agreed by the Risk and Audit Scrutiny Forum in June 2018. A briefing for Elected Members took place during August 2018. The Joint Trade Union Committee (JTUC) approved the changes to the employee Code of Conduct and this was issued to employees through a Personnel Circular and a Management Bulletin.	Green
	Review the Risk Management Partnership Guidance by December 2018	Target date reassigned to 31 March 2019.  Guidance has been reviewed and updated where required. Guidance from CIPFAs document, 'Delivering Good Governance in Local Government – Guidance Notes for Scottish Authorities (2016 Edition)' has been incorporated.  Updated guidance to be rolled out via Risk Sponsors and uploaded to the intranet.	Green
	Ongoing implementation of the review of Charities	On 25 April 2018 a proposal to re-organise all existing charitable trusts, bequests and donations to create a new modernised trust which is fit for purpose in terms of current charity legislation was presented to, and approved by, the Finance and Corporate Resources Committee.  Trustees were subsequently appointed at the Executive Committee meeting on 15 August 2018. Work continues with the Office of the Scottish Charity Regulator (OSCR) to have the modernised Trust Deeds approved/implemented.	Green



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Action	Measures	Comments/Progress	Status
Support and facilitate open and transparent governance and decision making arrangements	Implement the findings of the Risk and Audit Scrutiny Forum by March 2019	At its meeting in June 2018, the council agreed that the Risk and Audit Scrutiny Forum be renamed as the Risk and Audit Scrutiny Committee and be given decision-making powers. The Committee approved the council's Annual Accounts 2017-18 in September 2018. Minutes of the Committee are submitted to the council for noting.	Green
Deliver an effective internal audit service	Review the Confidential Reporting procedures and all fraud policies, strategies and procedures and update where required	Reporting to CMT 30 August 2018. Further internal authorisation processes agreed. Plans in place to rebrief.  Action achieved.	Green
	Implement the Internal Audit PSIAS (Public Sector Internal Audit Standards) action plan from the 2017-18 External Inspection	Twelve actions agreed following completion of PSIAS inspection in 2017-18. Twelve have been implemented.  Action achieved.	Green
Compliance with statutory response timescales for information in terms of FOISA, EI(S)Rs and for subject access requests under the DPA (Note: results should be considered in the context of the number of requests received)	Implement the General Data Protection Regulation on 25 May 2018 including the provision of legal advice and supporting guidance on behalf of the Information Governance Board (IGB) and prepare for the same implementation of Part 3 of the Data Protection Bill in relation to law enforcement. Provide general support to the IGB in its administration. Monitor progress and provide quarterly updates to the Corporate Management Team	Resources are continuing with identified actions required to comply with the GDPR. Briefing notes on both the GDPR and the DPA have been updated and are available on the Intranet. Learn on Line courses continue to be updated and an external trainer provided additional training in November 2018 and further training on law enforcement on 29 April 2019 and Data Privacy Impact Assessments on 10 May 2019 will be provided. Work has been progressed within Community and Enterprise Resources in relation to Part 3 of the DPA involving law enforcement services.	Green
Provide support to elected members	Develop a training needs analysis for all Elected Members by July 2018	Training Needs analysis for Elected Members 2018-19 completed.	Green

## Good Governance Action Plan

Action	Measures	Comments/Progress	Status
Raise awareness of equality obligations throughout the council	Develop a British Sign Language Plan through engagement with representative groups and publish by 23 October 2018	<p>The BSL plan was completed and published in English and BSL by the due date.</p> <p>The plan has received all the necessary committee approvals.</p> <p>Work is ongoing to deliver the actions from the plan.</p>	Green
	Identify and make appropriate links between the Equality Impact Assessment process and the requirements of the Fairer Scotland Duty by March 2019	<p>Links between the two requirements have been identified and an interim template developed.</p> <p>Work is ongoing in conjunction with the Improvement Service and COSLA to develop guidance and tools in relation to the Fairer Scotland Duty.</p>	Green
Develop and implement council wide equality performance measures and publish results in accordance with Public Sector Equalities Duties (PSED)	Review the Equality Impact Assessment online recording tool and the process by March 2019	<p>Guidance on the Fairer Scotland Duty is still interim, in addition the review of the PSED is still outstanding with no date when this will be completed therefore the review of the process will not be undertaken until a clearer picture emerges of the requirements of the Duty.</p> <p>This will be subject to review and reported later.</p>	Report Later
Prepare and implement appropriate financial strategies taking account of economic conditions and local government settlements	Complete the update of 2019-20 financial strategy by summer 2018	<p>The 2019-20 Financial Strategy was presented to the Executive Committee on 27 June 2018.</p> <p>Further report on the Financial Strategy 2019-2020 to 2021-2022 and the Longer Term Outlook to 2028-2029 was presented to the Executive Committee on 15 August 2018.</p>	Green



## Good Governance Action Plan

Action	Measures	Comments/Progress	Status
Prepare and implement appropriate financial strategies taking account of economic conditions and local government settlements	Formalisation of a document to be used by all Resources to form a consistent approach to following the public pound by March 2019	<p>A guidance document has been prepared on Following the Public Pound. This has been issued to council officers who hold budgets, and who allocate council funds to external bodies.</p> <p>This document will be accessed by a link in the formal political management documents (Financial Regulations), when these are updated in 2019. This will ensure a consistent approach is employed across the council in relation to the requirements of Following the Public Pound.</p>	Green
	Monitor and report on the impact of Welfare Reform, in particular the continued roll out of Universal Credit for working age benefit claimants, working effectively with partner organisations.	Regular updates provided to CMT and Committee. Also working closely with Community Planning Partnership Board to ensure effective partnership working.	Green
Review the council's approach to Performance Management on an ongoing basis	Consider feedback from External Audit on the Annual Performance Report and implement any changes that may be required by October 2018	Taking on board comments from External Audit, we replaced the Annual Performance Report (APR) with Annual Performance Spotlights (APSS) – bite sized web content performance information per Connect objective. This was completed within the target timescale and received positive feedback from External Audit.	Green
Deliver and maintain a Communications Strategy which outlines how effective internal and external communications will be delivered	Develop a three-year strategy document by September 2018, to be maintained through an annual refresh thereafter	In final stages of preparation ahead of approval at the end of June 2019.	Red

## Good Governance Action Plan

Action	Measures	Comments/Progress	Status
Ensure our commitment to employees through the development and implementation of personnel policies and employee learning and development (L&D) opportunities	Develop a Recruitment Strategy by March 2019	Work is ongoing in respect to changes in recruitment and policies and procedures are being updated accordingly.	Report Later