

## Appendix 2 Annual Governance Statement 2021/22 Action Plan

No.	Governance Issue	Action	Accountable	Responsible	Status update
1	<b>Improve arrangements for management of capital projects and programmes</b>	Review capital programme, establish monthly capital monitoring and strengthen capital project management	Corporate Director of Resources	Peter Mitchell	
2	<b>Ongoing review of Constitution to align with new Executive Mayoral arrangement</b>	Establish arrangements for ongoing review of the Constitution.	Corporate Director of Resources	Stephen Lawrence-Orumwense	
3	<b>Improvement in awareness and practice in finance management</b>	Implement CIPFA maturity model.  Finance training for non-finance managers	Corporate Director of Resources	Alan Layton	
4	<b>Strengthen governance framework</b>	Establish and implement internal control boards across directorates and functions	Director of Policy, Programmes & Performance	Reece Bowman	
		Ensure directorate schemes of management (i.e. delegaton) are kept routinely updated	Corporate Directors	Corporate Directors & Stephen Lawrence-Orumwense	
5	<b>Review and improve arrangements for health and safety</b>	Review of effectiveness of health and safety arrangements	Corporate Director of SCRER	Nick Hibberd	
6	<b>Improve arrangements for information management</b>	Provide assurance that the Council is operating in accordance with best practice and relevant legislation to include Publication Schemes, Open Data, Data Storage Security, Subject Access Request and Freedom of Information	Assistant Chief Executive	Paul Golland	
7.	<b>Maintain and improve arrangements for member support</b>	Ensure that the Council maintains a culture that enables effective governance by periodically reviewing and monitoring how members and		Stephen Lawrence-Orumwense	

	<b>and better member/officers' relations</b>	officers work with each other and considering where improvements might be made.			
		Implementation of member induction programme and training, linked to scrutiny improvements, financial awareness, treasury management and budget scrutiny. Also, Officer e-learning module.	Corporate Director of Resources	Stephen Lawrence-Orumwense & Simon Trevaskis	
8.	<b>Officer Induction Programme</b>	Establish and maintain an officer induction and performance management programme	Assistant Chief Executive	Dean Shoosmith	
9.	<b>Continue to embed good practice in procurement and contract management.</b>	Address areas for improvement in procurement and contracting identified by Internal Audit	Corporate Director of Resources	Scott Funnell	
10.	<b>Improve Scrutiny function.</b>	Adoption and implementation of scrutiny improvement programme, including budget scrutiny.	Corporate Director of Resources	Stephen Lawrence-Orumwense	
		A more effective role for scrutiny in the pre-decision scrutiny process	Corporate Director of Resources	Stephen Lawrence-Orumwense	
11.	<b>Housing Improvement</b>	Establish, maintain, and implement a programme to deliver on improvement in the housing function and housing standards.	Corporate Director of Housing	Susmita Sen	
12.	<b>Implement the recommendations arising from the Report in the Public Interest relating to the refurbishment of Fairfield Hall.</b>	To develop, maintain and implement an action plan in response to the recommendations. Also, to ensure, learning arising continues to be embedded across the organisation.	Corporate Director of Resources	Stephen Lawrence-Orumwense	

**End**

