

## Annual Governance Statement 2010/11 Action Plan

Governance issue identified	Proposed action	Responsible officer / body	Start date	Due date
Following the organisation restructure, there are some governance issues that need to be addressed, these being:				
<ul style="list-style-type: none"> <li>a comprehensive review of the Scheme of Delegations</li> </ul>	The reviewed Scheme of Delegations will be going to the Governance Board on 27 September 2011.	Harvey Patterson		27-Sep-11
<ul style="list-style-type: none"> <li>a review of staff who are trained to the appropriate standard in child protection due to the changes in roles</li> </ul>	A comprehensive list of staff that require both Level 2 and 3 Child Protection training is currently being compiled between EK HR Partnership and the Lead Officer for Child Protection. This will need SMT agreement before training takes place, and there is a related option going to Star Chamber in relation to in-house training rather than payment for external. Until the list of staff is approved by SMT and the option for Star Chamber is considered, all staff have undertaken training on either the Ivysoft e-learning system or through the Child Protection guidance that was put on NET consent.	Janice Wason	22-Aug-11	31-Mar-12
<ul style="list-style-type: none"> <li>agree objectives, targets and development needs for all staff</li> </ul>	Establishing a series of behaviours and the Vision for the council. Working with EKHRP to improve appraisal and one-to-one meeting process, and monitoring the development needs of staff.	Barry Mileham	01-Jul-11	31-Mar-12
<ul style="list-style-type: none"> <li>assess any skills gaps to inform a comprehensive training and development programme and staff induction programme, with particular emphasis on core competencies around health and safety, risk management and managing contracts</li> </ul>				
<ul style="list-style-type: none"> <li>develop a formalised process to enable an effective procurement programme to be compiled and maintained</li> </ul>	Incorporate information gathering within budget build programme for 2012/13.	Karen Paton	01-Apr-12	31-Mar-13
Not all health and safety risk assessments are documented, complete and up to date, this is a priority that is being taken forward with a view to having all activities adequately risk assessed in line with the new health and safety map process	SMT Policy Board will be requested on 20th September 2011 to adopt the new format for risk assessments and related guidance together with the new H&S Inspection form and H&S Safety Maps process, and then roll this out to managers and staff across TDC	Mark Seed (Health and Safety Committee)	20-Sep-11	31-Mar-12
The governance processes surrounding shared services need to be reviewed given the council's role as host authority	Clarify roles and responsibilities of TDC, EK Services and EKHRP to include all decision making bodies.	Sophie Chadwick	01-Sep-11	29-Feb-12

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Work needs to be undertaken to ensure that the council is meeting its obligations under the Data Protection Act, to avoid financial penalties or potential reputational damage or harm to individuals and/or the Council	Comprehensive set of policies and procedures now in place and available on Internet and TOM, all Managers now have a DPA toolkit explaining how to ensure DPA obligations are met. All staff to undergo DPA training on Ivysoft.	Gary Cordes	Sept/Oct 2011	31-Dec-11
Undertake a review of the way that corporate information, including corporate policies and strategies, is communicated to assist managers in front line delivery services, especially those that employ manual staff	This will form part of the new Internal Communications Plan currently being put together.	Justine Wingate	01-Oct-11	01-Dec-11
Back office processes are to be reviewed to reduce the burden of bureaucratic procedures on front line managers, to release time for service improvement and increasing value for money	Implementation of the Business Hub proposals agreed by Senior Management Team at the end of October 2011.	Barry Mileham	01-Apr-11	31-Mar-12
To improve the quality of decision making Member role descriptions and a programme for Members continual professional development are to be introduced	Member role descriptions was first discussed at the Constitutional Review Working Party (CRWP) on 28 July and it was requested that the report be amended. The report will go back to CRWP on 17 August and if it is agreed it will go to Standards Committee on 7 September and if agreed will go to Council on the 13 October. If agreed at Council the role descriptions will be form part of the Council's constitution. Councillors are not required to undertake any CPD, as CPD is only for those persons with specific qualifications that require regular updating. However Democratic Services have asked Members to identify any training needs they may have through the learning and development questionnaire. This has been sent to all Members and Democratic Services are currently awaiting responses. Once this has been completed Democratic Services will then formulate a training programme within the available resources that reflects Members requests.	Glenn Back	01-Jul-11	30-Nov-11
The payroll function for the council was outsourced to Kent County Council which went live in April 2010. Officers have identified that some key controls are not operating effectively at the provider, these are to be monitored and addressed over the forthcoming year	Payroll reports are to be reconciled on a monthly basis and regular meetings held with KCC to discuss any issues arising.	Sarah Martin	01-Apr-11	01-Mar-12