

GV Governance Statement Action Plan: November 2011 Update

Action Ref & Description	Action Owner	Start Date	Due Date	Stage	Latest Update
 GV01 Review Scheme of Delegation (CRS)	Patterson, Harvey	Sep 11	Nov 11	In Progress	The reviewed Scheme of Delegations is to go to the Governance Board on 5 January 2012.
 GV02 Review staff agst Child Protection training (CTY01)	Wason, Janice	Aug 11	Mar 12	Not Started	Project being reviewed due to cost and staffing implications - in-house training being considered as part of reducing costs.
 GV03 Behaviours: Objectives, Targets, Needs Agreed (CTY01)	Mileham, Barry	Jul 11	Mar 12	Not Started	When behavioural 'family groups' have been formulated, a programme of activity will be rolled out.
 GV04 Behaviours: Establish core behaviours into job families (BUS01)	Mileham, Barry	Jul 11	Mar 12	In Progress	Core competencies have been established. Now the family groups for core behaviours need to be formulated.
 GV05 Formal Procurement Programme (BUS03)	Paton, Karen	Nov 11	Mar 13	In Progress	The initial expenditure analysis is underway. A new council wide health and safety policy has been confirmed by SMT, together with a revised risk assessments and associated guidance. These are supported by individual health and safety maps that have been provided to all managers across the council at team meetings, as well as improved guidance and checklists for undertaking health and safety inspections. These are all being promoted on the council's intranet and linked to a health and safety awareness week in early December to stress the changes to managers and staff and the need to have inspections and risk assessments up to date.
 GV06 New Risk Assessment Format Adopted (CML)	Seed, Mark	Sep 11	Mar 12	Completed	Intend to go through collaboration agreement with legal services to clarify the Council's responsibilities as host, by the end of January 2012.
 GV07 Clarify roles of TDC, EK Services & EKHRP (BUS03)	Chadwick, Sophie	Sep 11	Feb 12	Not Started	Subject to final audit sign off expected in December 11, it is felt that we have now achieved almost total compliance with the requirements identified in the original audit.
 GV08 Ensure Compliance with DPA (CRS01)	Cordes, Gary	Oct 11	Dec 11	In Progress	The Internal Communications Strategy is currently being drafted and will include methods of communication with satellite sites. The strategy is due to go to SMT on 13th December 2011.
 GV09 Review Corporate Info Communication with Managers (BUS01)	Wingate, Justine	Oct 11	Dec 11	In Progress	The new Manager's Exchange programme has commenced with the first meeting held on 21st November 2011. This Exchange Forum will be utilised to communicate corporate information and policy, gather feedback on this and provide information to be cascaded to staff. The feedback and ideas from this meeting will also inform discussion at SMT.
 GV10 Implement Business Hub (BUS01)	Mileham, Barry	Apr 11	Mar 12	Not Started	A report went to SMT (01/11/11). SMT requested more information. This was supplied to SMT on 17/11/11. A report will be going to the Employee Council in December to start the consultation process.

GV11 Member role descriptions & CPD programme (CRS03)	Back, Glenn	Jul 11	Nov 11	Completed	Role descriptions have been adopted by Council and will be built into constitution at next update. At direction of Corporate & Regulatory Services Manager, no action is being taken in respect of CPD.
GV12 Monitor Key Controls on outsourced payroll (FIN01)	Martin, Sarah	Apr 11	Mar 12	In Progress	Finance are working closely with KCC to ensure all relevant key controls are in place