

GV Annual Governance Statement Action Plan for G&A (Target Alerts)

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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	First draft of the reviewed scheme is awaiting approval from Harvey Patterson. Further work to be done before submission to SMT, which is scheduled for March 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 (BUS01)	Mileham, Barry	Jul 11	Jul 12	In Progress	Workshop plan to be rolled out and completed by July 2012.
GV04 Behaviours: Establish core behaviours into job families (BUS01)	Mileham, Barry	Jul 11	Jul 12	In Progress	Behaviours will be established into job families through staff/manager's workshops and will be completed by end of July 2012.
GV05 Formal Procurement Programme (BUS03)	Paton, Karen	Nov 11	Mar 13	In Progress	Analysis has been undertaken. Procurement team now working with Managers.
GV06 New Risk Assessment Format Adopted (CML)	Seed, Mark	Sep 11	Mar 12	Completed	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.
GV07 Clarify roles of TDC, EK Services & EKHRP (BUS03)	Chadwick, Sophie	Sep 11	Feb 12	In Progress	Following a meeting with the Harvey Patterson, the Contracts & Partnership Relationship Manager has produced a summary to show how decision making works for the shared services.
GV08 Ensure Compliance with DPA (CRS01)	Cordes, Gary	Oct 11	Dec 11	Completed	Action complete
GV09 Review Corporate Info Communication with Managers (BUS01)	Wingate, Justine	Oct 11	Dec 11	In Progress	Following first meeting, feedback was that there needs to be more information coming from Managers. Comments fed back to SMT and now awaiting decision from SMT as to how to progress.
GV10 Implement Business Hub (BUS01)	Mileham, Barry	Apr 11	Mar 12	Completed	Following in depth analysis it was agreed by Senior Management Team that the efficiencies envisaged would not be achieved by centralising these functions but would be better realised through undertaking service specific reviews of admin processes and systems which are due to commence in early 2012.
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