

**GV Annual Governance Statement Action Plan for G&A**

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Action Ref & Description	Action Owner	Start Date	Due Date	Estimated Completion	Stage	Latest Update
GV01 Review Scheme of Delegation (CRS)	Patterson, Harvey	Sep 11	Nov 11	May 2012	Completed	The scheme of delegation has now been reviewed, and the updated version has been adopted by Council.
GV02 Review staff agst Child Protection training (CTY01)	Wason, Janice	Aug 11	Mar 12	Mar 2012	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	Oct 2012	In Progress	Workshops started in May and will continue until September/October in line with the pay and reward project.
GV04 Behaviours: Establish core behaviours into job families (BUS01)	Mileham, Barry	Jul 11	Jul 12	Oct 2012	In Progress	Core behaviours by both managers and staff to be completed by October 2012.
GV05 Formal Procurement Programme (BUS03)	Paton, Karen	Nov 11	Mar 13	Mar 2013	In Progress	Analysis has been undertaken. Procurement team now working with Managers. Schedule of procurements produced for 12/13
GV06 New Risk Assessment Format Adopted (CML)	Seed, Mark	Sep 11	Mar 12	Mar 2012	Completed	The east Kent HR Partnership health and safety advisors have undertaken a review of health and safety systems, and this has been considered by the officers' Health and Safety Committee. This has led to the adoption by the Senior Management Team of the council wide H&S policy, H&S maps for each service area, a revised risk assessment system with guidance and a H&S audit programme in key risk areas. These have all been launched during a H&S awareness week, together with a new section on the intranet linking to the new approach and documentation as well as additional resources from the HSE website.
GV07 Clarify roles of TDC, EK Services & EKHRP (BUS03)	Chadwick, Sophie	Sep 11	Feb 12	Jul 2012	In Progress	A summary of role relationships will be finalised by the end of June 2012.
GV08 Ensure Compliance with DPA (CRS01)	Cordes, Gary	Oct 11	Dec 11	Dec 2011	Completed	Action complete
GV09 Review Corporate Info Communication with Managers (BUS01)	Wingate, Justine	Oct 11	Dec 11	Jul 2012	In Progress	One new format Managers Exchange has been held and feedback gathered. Now implementing a new schedule of meetings and gathering feedback from managers regarding content discussion/learning
GV10 Implement Business Hub (BUS01)	Mileham, Barry	Apr 11	Mar 12	Feb 2012	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	Nov 2011	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	Jul 2012	In Progress	Key controls are now working more efficiently. Issues relating to coding are now 95% corrected. The outstanding coding issues are currently being addressed.