

Annual Governance Statement 2011/12 action plan

Issue identified	Action owner	Action to be taken	On CRR	Start date	Due date
Staff related					
Staff turnover reports are not available from the I-Trent system. A key indicators report is scheduled to be developed during 2012/13 for all Districts.	Karen Paton	EKHR Partnership to report Workforce Information through Performance Board, including turnover.	No	Jul-12	Mar-13
The operation and adequacy of corporate induction arrangements should be reviewed during 2012/13.	Sarah Carroll	Undertake a review of the current induction process and toolkit, for managers to deploy.	No	Aug-12	Dec-13
There appears to be growing incidents of officers working long hours, which is exacerbated by staff reductions and a lack of alignment of workloads. This includes attendance at evening meetings	Juli Oliver-Smith	Regular review of sickness absence data by Performance Board.	Yes	Sep-12	Mar-13
	Philip Hamberger	Review officer attendance at evening meetings and staff working patterns and draw up an action plan for way forward.		Sep-12	Mar-13
	Mark Seed	Stress Audit being undertaken to inform an improvement plan - to be monitored through the Health and Safety Committee		Jul-12	Mar-13
Corporate processes					
The action to review corporate business continuity processes and plans needs to be completed in 2012, and individual service plans need to be reviewed and brought up to date as part of this.	Paul Morgan	Review and consolidation of business continuity plans progressing with due date as Service Plan 2012-13	Yes	Apr-12	Mar-13
The council has introduced new health and safety procedures during the year, although preparing and updating appropriate risk assessments remains an area for further development. The introduction of health and safety maps for each service assists with these, but there has still to be a shift in culture across the council that sees the approach to risk being embedded with managers and staff.	Mark Seed	The embedding of H&S actions is being monitored by the H&S committee, but is also subject to a recent follow-up audit that will come to the next meeting of the H&S Committee. In addition, it is proposed to have an annual H&S week to coincide with the European Safety Week, and this will provide an opportunity on top of normal systems to encourage managers to undertake or revise risk assessments.	Yes	Jul-12	Mar-13
Although training has been provided on the public service equality duty and guidance circulated, this is still an area for further development across the council in 2012. As budget reductions continue, the potentially disproportionate impact on protected groups remains a significant issue. Senior management will need to ensure that staff at all levels are developed in this area.	Sarah Carroll	Toolkit developed to provide guidance to staff in requirement of Public Sector Equality Duty, needs communicating through Staff Development and Managers Exchange.	Yes	Sep-12	Dec-13
		Framework for progressing Equalities to be reviewed, including resources.		Aug-12	Oct-13

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Major projects					
The council is involved in a number of projects and initiatives that are complex in nature, carry the risk of a great financial loss, of a high value or dependant upon working with partners to achieve. There also appears an ease at which new projects are added to work plans.	Sarah Martin	Management Accountants working very closely with services as business partners to gain a full understanding of projects / initiatives and financial impacts.		Aug-12	Mar-13
		Performance Board regularly review performance against corporate, service plan and project targets.		Aug-12	Mar-13
Corporate issues					
The political instability of a hung council requires greater detail in support of individual decisions.	Sue McGonigal	Senior Officers have been reminded of the need to be thorough when drafting reports, so that all pertinent information is presented to Cabinet, Council and Committees. In addition, decision notices completed for Cabinet member decisions will, in future, be accompanied with the same level of detail and calibre of information that would ordinarily be provided in a formal report. Senior Officers have been tasked with ensuring that managers within their services are made aware of this. The quality of reports will be monitored over the course of the next 12 months to identify any training needs arising or areas for further improvement.	No	Jul-12	Jul-13
There is a continued need to ensure there is a common platform for corporate standards and codes between the council and it's shared service partners to ensure compliance with good governance arrangements.	Karen Paton	Regular update of evolving and changes to TDC standards/code will continue via scheduled EKS/EKHR Client meetings including agreeing arrangements for shared service staff training as deemed necessary to the requirement and to the same level afforded TDC staff.	Yes	Jul-12	Mar-13