

GV Governance Statement Action Plan: 2011-2012 November 30th 2012

Action Ref & Description	Action Owner	Start Date	Due Date	Estimated Completion	Stage	Latest Update
GOV01.01 EKHR Partnership to report Workforce Information to SMT	Paton, Karen	Jul-12	Mar-13	Mar-13	Implemented	Now EKHR reports via EKS, reviewing EKHR Governance aligning to EKS approach to client meeting/approval processes. This includes regular reporting of workforce information to SMT.
GOV02.01 Review the current staff induction process & toolkit for manager deployment	Carroll, Sarah	Aug-12	Dec-13	Dec-13	Approved	Induction toolkit has been developed. Next steps require approval through SMT process.
GOV03.01 Regular review of sickness absence data by SMT	Paton, Karen	Sep-12	Mar-13	Mar-13	In Progress	This is included in regular reporting of workforce information to SMT.
GOV03.02 Review officer evening meetings attendance & draw up action plan	Hamberger, Philip	Sep-12	Mar-13	Mar-13	Approved	
GOV03.03 Use stress audit to inform improvement plan (monior by H&S Committee)	Seed, Mark	Jul-12	Mar-13	Mar-13	In Progress	Stress survey has been completed and planning for analysis of results.
GOV04.01 Review & Consolidate business continuity plans	Morgan, Paul	Sep-12	Mar-13	Mar-13	In Progress	On target for Year end.
GOV05.01 Embed H&S actions through H&S Committee, H&S week, and Audit follow-up	Seed, Mark	Jul-12	Mar-13	Mar-13	In Progress	The H&S committee occurs every 3 months and ensures that outstanding actions are reviewed and taken forward. This covers delivering recommendations within the H&S Audit follow up as well as corporate and staff issues raised at the meeting. These actions are reflected in reports to SMT as well as information being provided on the Intranet for staff on the specially devoted section of this site. This work has also involved 2 health and sfacey weeks being undertaken during 2012 with one planned each year to coincide with the relevant European week for promoting H&S issues.
GOV06.01 Communicate use of Public Sector Equality Duty toolkit	Carroll, Sarah	Sep-12	Dec-13	Dec-13	In Progress	Being undertaken as part of ongoing targeted training on equalities
GOV06.02 Review framework for progressing equalities	Carroll, Sarah	Aug-12	Oct-13	Oct-13	In Progress	Framework is currently being evaluated
GOV07.01 Management Accountants work closely with services to fully understand projects/initiatives	Martin, Sarah	Aug-12	Mar-13	Mar-13	In Progress	Management accountants are attending departmental management meetings to understand what projects are going on and supporting these in a business partner capacity
GOV07.02 Performance Board review of corporate, service plan and project targets	Martin, Sarah	Aug-12	Mar-13	Mar-13	In Progress	Performance is discussed at SMT on a monthly basis
GOV08.01 Committee report drafts & decision notices quality check	Hamberger, Philip	Jul-12	Jul-13	Jul-13	In Progress	
GOV09.01 Regular updating of common standards for TDC & shared services	Paton, Karen	Jul-12	Mar-13	Mar-13	Implemented	EKS 2012-2013 service plan is in place. HR Service Plan for 2012-13 has been requested.