GV Goverance Statement Action Plan: 2011-2012 retrospective						
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	EKHR reporting workforce information at regular intervals to SMT
GOV02.01 Review the current staff induction process & toolkit for manager deployment	Carroll, Sarah	Aug-12	Dec-13	Jan-14	Implemented	EK HR Partnership are currently revising their recruitment toolkit to provide easy access to information and clear guidance to managers on roles and responsibilities. This will be presented at a namagers forum in January. As part of this work, Business Services has revised the Induction Booklet which will be shared with managers and feedback invited. There is no current capacity within EK HR to deliver corporate inductions, although with the economic climate and vacancy management this is not currently an organisational priority.
GOV03.01 Regular review of sickness absence data by SMT	Paton, Karen	Sep-12	Mar-13	Mar-13	Implemented	This is included in regular reporting of workforce information to SMT.
GOV03.02 Review officer evening meetings attendance & draw up action plan	Carroll, Sarah	Sep-12	Mar-13	Mar-13	In Progress	
GOV03.03 Use stress audit to inform improvement plan (monior by H&S Committee)	Seed, Mark	Jul-12	Dec-13	Dec-13	In Progress	The details of the stress audit do not allow the results to be used as originally planned. A follow up survey is to be planned with Communications as part of a wider staff survey to ensure that all the required infromation is available so that the HSE tool can be used to analyse stress impacts.
GOV04.01 Review & Consolidate business continuity plans	Morgan, Paul	Sep-12	Mar-13	Mar-13	In Progress	On target for year end. Plan exercise date - 7th March.
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	Implemented	Action arising from H&S audit are now bening embedded as normal part of work of H&S committee as well as running annual H&S weeks.
GOV06.01 Communicate use of Public Sector Equality Duty toolkit	Carroll, Sarah	Sep-12	Dec-13	Oct-13	Implemented	A toolkit has been developed and is available on TOM. Addtionally training has been provided, where requested, as part of service team meetings. Continued support is provided to officers on request. The Equality Policy is currently under development.
GOV06.02 Review framework for progressing equalities	Carroll, Sarah	Aug-12	Oct-13	Oct-13	Implemented	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	Implemented	The management accountants are developing a business partner relationship with some of the service areas, particularly maritime. The accountants are now regularly attending directorate management meetings to understand how they can best support the services.
GOV07.02 Performance Board review of corporate, service plan and project targets	Martin, Sarah	Aug-12	Mar-13	Mar-13	Implemented	Information is now to be taken to the Performance Board on a quarterly basis. The current format is working well but is continually being enhanced.
GOV08.01 Committee report drafts & decision notices quality check	Patterson, Harvey	Jul-12	Jul-13	Jul-13	In Progress	Cabinet reports will be sampled for report and decision notices quality. Consideration will then be given to the type of guidance that would be appropriate.
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.
RI001.04_GOV01.01 Report workforce information through SMT to identify issues and trends	Paton, Karen	Apr-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.