

| Governance Statement Action Plan: 2012-2013 retrospective | | | | | | | |
|---|---|--------------------------------|------------|----------|----------------------|-------------|---|
| G&A minute of concern | Action Ref & Description | Action Owner | Start Date | Due Date | Estimated Completion | Stage | Latest Update |
| 9.3.1: The political situation with a hung council and changing political dynamics can add to the time taken to reach a resolution that can be acted on and also may have a higher likelihood of decisions being called in. | 00154 Assess Numbers of decision call-ins | Back, Glenn | Aug-13 | Feb-14 | Feb-14 | In Progress | The data for numbers of decision call-ins over the last seven years are: 2007-2010: No decision call-ins; 2010-11: One decision call-in; 2011-12: No decision call-ins; 2012-13: Four decision call-ins; 2013-14 (first 4 months): No decision call-ins |
| 9.3.2: The project management process needs to be reviewed and implemented across the council, as highlighted in the internal audit on risk management. Basic minimum templates are required to be in common usage, which can be expanded to deal with more complicated projects. | 00155 Establish council-wide project management templates | Halse, Adrian | Aug-13 | Feb-14 | Feb-14 | In Progress | Draft process and templates are being developed in discussion with Financial Services, Corporate Governance, Business Transformation & Property Services. The first drafts will be discussed at SMT 20th August. |
| 9.3.5,b4: The council is facing a significant budget gap, due to cuts to Government grants and external pressures such as the insolvency of Transeuropa. The council is taking steps to diversify and generate income through the Port, but this still remains an area of concern. | 00156 Systems to diversify & generate more port income | Seed, Mark | Aug-13 | Feb-14 | Feb-14 | In Progress | The draft maritime plan outlines the initiatives to increase business. This is approved through the Cabinet Advisory Group who will next discuss the draft on 24 September. The major initiatives become projects in their own right, and as such are monitored as part of the Corporate Plan. Progress against the Corporate Plan is reported to SMT Performance Board, and to Cabinet on a quarterly basis. |
| 9.3.5,b4: The council is facing a significant budget gap, due to cuts to Government grants and external pressures such as the insolvency of Transeuropa. The council is taking steps to diversify and generate income through the Port, but this still remains an area of concern. | RI018.04 Monitoring of finance position of the Council | Martin, Sarah | Apr-12 | Mar-13 | Mar-14 | Implemented | The financial position of the Council is reported to SMT and to Cabinet on a quarterly basis. |
| 9.3.5,b1: The process for determining disclosure needs to be reviewed, to ensure full publication of information wherever possible to meet with transparency commitment | 00157 Ensure information disclosure complies with law, constitution & policy | Patterson, Harvey | Aug-13 | Feb-14 | Feb-14 | In Progress | (1) Review of disclosure practices was undertaken as part of the THANET DISTRICT COUNCIL REVIEW OF POLICIES AND PROCEDURES - PROBITY AND REPUTATION report to Cabinet on 25 April 2013. (2) Report authors are now required to transparently carry out a public interest test on their committee reports (3) A review of 'pinks' is now being instigated a year after the committee date. |
| 9.3.5,b2: The asset management disposal process needs to be reviewed to ensure appropriate consultation at political level is undertaken to improve public trust. | 00158 Commercial Property Audit & action plan | Seed, Mark/ Crowley, Edwina | Aug-13 | Feb-14 | Feb-14 | In Progress | A review of the disposal process has been identified as a necessary part of a wider Asset Management Strategy. A project group to develop the Asset Management Strategy has been formed and it is intended to bring this forward for consideration by Scrutiny and then adoption by Cabinet in November 2013. |
| 9.3.5,b5: Asset management(HRA): The process in respect of East Kent Housing's financial management of the repairs and maintenance and leasehold charges needs to be reviewed | 00159 Review Leaseholder charging & EK Housing repair finances | George, Craig | Aug-13 | Feb-14 | Feb-14 | In Progress | Leaseholder issues are raised and monitored through quarterly meetings of Joint EK Housing Section 151 Officer meetings, attended by the TDC Finance Manager. The EK Housing maintenance budget is monitored through bi-monthly meetings of EK Housing managers with Housing Services and the TDC Finance Manager - HRA, Capital & External Funding. This includes challenge on financial matters. |
| | PR055.01 Review of current Asset Management System, undertake a SWOT analysis | Crowley, Edwina | Jun-13 | Jun-13 | Jun-13 | Completed | A review of the current asset management system has been undertaken and a SWOT analysis completed. |

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| <p>9.3.5,b3:There is the need to improve inspection regimes for maintained buildings and land to identify investment needs as well as deal with insurance claims (especially public liability). This will be especially difficult given the pressures on the repairs budget</p> | PR055.02 Research current best practice including Government and Local Authority guidance, RICS, CIP | Crowley, Edwina | Jun-13 | Jun-13 | Jun-13 | Completed | Current best practice across public and private sectors has been researched. |
| | PR055.03 Meet Property Manager for Dover District Council to network and gain insight into current AM thinking | Crowley, Edwina | Jun-13 | Jun-13 | Jun-13 | Completed | A meeting with the Property Manager at Dover District Council has provided insight into current practices in a neighbouring authority. |
| | PR055.04 Discussions with Managers Forum members | Crowley, Edwina | Jul-13 | Jul-13 | Jul-13 | Completed | Discussions with affected managers have taken place, to improve understanding of the wider context of asset management within TDC. |
| | PR055.05 Prepare strategy, circulate to managers and gain officer approval. | Crowley, Edwina | Jul-13 | Aug-13 | Aug-13 | Completed | A draft strategy is now being prepared. This will be circulated to officers as consultation on the draft. |
| | PR055.06 Prepare strategy documentation and obtain SMT & portfolio holder approval | Crowley, Edwina | Aug-13 | Sep-13 | Sep-13 | In Progress | This will be progressed when actions 1-5 are completed. |
| | PR055.07 Submission to Cabinet for approval of strategy | Crowley, Edwina | Sep-13 | Oct-13 | Oct-13 | Not Started | This will be progressed when actions 1-6 are completed. |
| | PR055.08 Five Yr. property asset management plan prepared & agreed with Managers Forum members | Crowley, Edwina | Oct-13 | Feb-14 | Feb-14 | Not Started | This will be progressed when actions 1-7 are completed. |
| | PR055.09 Prepare Asset Management Plan and obtain SMT & portfolio holder approval | Crowley, Edwina | Feb-14 | Mar-14 | Mar-14 | Not Started | This will be progressed when actions 1-8 are completed. |
| | PR055.10 Submission to Cabinet for approval of five year property asset management plan | Crowley, Edwina | Mar-14 | Apr-14 | Apr-14 | Not Started | This will be progressed when actions 1-9 are completed. |