

Annual Governance Statement Action Plan: 2012 - 2013 retrospective

G&A minute of concern	Action Ref & Description	Action Owner	Stage	Latest update (Mar 2014)
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/ Nick Hughes	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 (11 months): Two 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	In Progress	Process and templates have been approved by SMT and are now being implemented. The project approval process was launched to managers at the Managers Forum on the 21 November. The project proposal form has been transferred into an electronic system to enable easy and effective completion and tracking by senior management and by managers. The remaining forms will also be transferred into an electronic format over the coming months. A project management framework document is currently being drafted for review by SMT.
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	In Progress	Following an advertisement on the Kent Portal that the council has engaged the services of a company to seek alternative ferry operators and other potential income sources and a no win no fee basis. In addition, several other potential opportunities are being explored including supporting the extension of the Kentish Flats windfarm, as well as further operational a maintenance support to the Thanet Array. Most of these proposals are still in their early stages.
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	Implemented	The financial position of the Council is reported to SMT and Cabinet on a quarterly basis. A restriction on non-essential spending is in place and managers are working hard to identify in-year savings to offset the Transeuropa position. Work is in hand to present a balanced budget for approval for 2014/15 and this will be presented to Council in February.
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	Implemented	(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' was agreed by Council on 3rd October, and the process for reviewing is now in place.

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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	In Progress	A review of the disposal process is included in the Asset Management Strategy and plan, currently being developed.
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	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. A leaseholder review is agreed, and also, an audit of leaseholder charges is taking place within the Spring 2014 internal audit programme.
9.3.5,b3: There is the need to improve inspection regimes for maintained buildings <u>and land</u> 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	PR055.01 Review of current Asset Management System, undertake a SWOT analysis	Crowley, Edwina	Completed	A review of the current asset management system has been undertaken and a SWOT analysis completed.
	PR055.02 Research current best practice including Government and Local Authority guidance, RICS, CIP	Crowley, Edwina	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	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	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	Completed	A draft strategy has been prepared.
	PR055.06 Prepare strategy documentation and obtain SMT & portfolio holder approval	Crowley, Edwina	Deferred	Because the strategy involves clear identification of roles, it has been deferred until the new structure is finalised. When the new structure is populated the strategy and plan can be finalised.
	PR055.07 Submission to Cabinet for approval of strategy	Crowley, Edwina	Not Started	This will be progressed when actions 1-6 are completed.

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	PR055.08 Five Yr. property asset management plan prepared & agreed with Managers Forum members	Crowley, Edwina	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	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	Not Started	This will be progressed when actions 1-9 are completed.