

# Statutory Recommendations Action Plan

<b>Objective</b>		To capture actions required in response to the Section 24 Audit recommendations					<b>RAG: Key</b>
<b>Lead Officer</b>		Chief Executive	Madeline Homer				<b>Not started</b>
<b>Lead Member</b>		Leader of the Council	Cllr Ash Ashbee				<b>In progress</b>
<b>Project Team Members</b>		TDC Deputy Monitoring Officer	Estelle Culligan				<b>Completed</b>
		S151 Officer	Chris Blundell				
		Independent Monitoring Officer (IMO)	Mark Hynes				
NO	Auditor Recommendation	Responsible Officer	Actions	RAG	Timeframe		Outcome
					Start	Finish	
<b>1</b>	<b>Improving Governance</b>	<b>CE/Leader</b>					
1.1	<i>Commission an experienced, independent Monitoring Officer from a large local authority to report to the General Purposes Committee on:</i>	CE/Leader	Develop a brief and approach the LGA for suitable candidates		Oct 2021	Nov 2021	Independent Monitoring Officer recruited
1.1.1		TDC Deputy MO	Timetable a meeting schedule for GPC meetings		02/12/2021	TBC	Meetings scheduled to enable a set reporting process for IMO
1.2	<i>A risk assessment of the current employment tribunal claims and propose actions which safeguard the Council's best interest including a detailed financial analysis of the options available to the Council.</i>	IMO/S151	Report to GPC		02/12/2021	Ongoing	
1.3	<i>An assessment of the status of all outstanding grievances, alleged whistleblowing complaints and any continuing suspensions and propose a plan of action to address them.</i>	IMO	Report to GPC			Will be determined by TDC democratic meeting timetable	
1.4	<i>A lessons learnt report collating themes and recommendations from all externally commissioned reports and any other appropriate evidence</i>	IMO	Report to GPC; regular updates to full Council at various stages			Will be determined by TDC democratic meeting timetable	
<b>2</b>	<b>Improving Governance</b>	<b>CE/Leader</b>					
2.1	<i>Bring the current IDSC process to a conclusion with clear actions that are reported and action monitored</i>	Chair of the IDSC	A conclusions report is submitted to GPC			TBC	
<b>3</b>	<b>Improving Governance</b>	<b>CE/Leader</b>					
3.1	<i>Agree an approach where the Council demonstrates that it is responding to the substance of concerns raised including a clear agreement on where Officer and Member responsibilities lie.</i>	IMO/CE/Leader/TDC Deputy Monitoring Officer	Report back to GPC and onto Full Council			TBC	Members and Officers are clear around their respective responsibilities.
3.2		CE/TDC Deputy Monitoring Officer	Develop Grievance Process for Statutory Officers		Feb 2021	Oct 2021	Process agreed and adopted.
		CE	Develop a Vision and Set of Principles.		Feb 2020	Sept 2020	Vision and Principles adopted.
3.3		CE	Embed the Vision & Principles with in the organisation		June 2020	April 2022	Clear set of principles that the council operates within.

3.3		CE; HR Manager	Review Whistleblowing Policy			TBC	Better clarity and ease of use of policy across the organisation. Better support for managers in achieving more timely and effective outcomes.
3.4		CE; HR Manager	Review Disciplinary and Grievance Policies			TBC	Better clarity and ease of use of policies across the organisation. Better support for managers in achieving more timely and effective outcomes.
3.5		CE; HR Manager	Review Dignity at Work Policy			TBC	Better clarity and ease of use of policy across the organisation. Better support for managers in achieving more timely and effective outcomes.
3.6		CE; HR Manager	Review the Behaviours Framework comprising expected behaviours/competencies within each service area. Develop brief Staff Charter summarising key points/expectations between employer/employee			TBC	Promote an understanding by all staff of behavioural expectations and encourage performance management. Managers provided with the tools to manage and support staff.
3.7		CE; HR Manager	Undertake skills gap analysis; development and coaching for staff and members; introduction of monthly Development time (some compulsory); identify core list of training; link e-learning to our relevant policies			TBC	Ensure Staff and Members are appropriately supported with regular training and awareness on TDC policies.
3.8		TDC Deputy Monitoring Officer	Refresh the existing training programme for Members and identify mandatory and optional training, eg Equality/GDPR/Constitution and the way the Council works/Training for Licensing and Planning Committees			TBC	Members have the appropriate training and awareness on a regular basis.
<b>4</b>	<b>Financial Sustainability</b>	<b>S151 / Cabinet Portfolio Holder Finance</b>					
4.1		S151	Directors to review budgets to identify savings.		October 2021	October 2021	Process has started
4.2	<i>Revisit the financial plans and identify additional savings plans to address the further cost pressures created in resolving the grievances and whistleblowing complaints</i>	S151	Finalise the 2022-23 Budget and 2022-2026 Medium Term Financial Strategy (MTFS)		Sept 2021	February 2022	The 2022-23 Budget Strategy was approved by Cabinet on 18 November 2021, within this was a proposal to make a £180,000 contribution to reserves over the life of the MTFS in order to restate the reserves that were used to fund the cost pressures. There is still a £691,000 budget gap in the forecast 2022-23 budget and as such work is ongoing to identify savings in order to balance next year's budget.
<b>End</b>							