

# Statutory Recommendations Action Plan

Objective		To capture actions required in response to the Section 24 Audit recommendations				RAG: Key	
Lead Officer	Chief Executive	Colin Carmichael				Not started	
Lead Member	Leader of the Council	Cllr Ash Ashbee				In progress	
Project Team Members	Interim Monitoring Officer	Sameera Khan				Completed	
	S151 Officer	Chris Blundell					
	Independent Monitoring Officer (IMO)	Quentin Baker					
NO	Auditor Recommendation	Responsible Officer	Actions	RAG	Timeframe		Progress
					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	June 2022	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  Continue to assess as part of the year-end closure of accounts process.		02/12/2021		A provision for expected costs associated with the disciplinary and legal proceedings was included in the 2020/21 statement of accounts, based on a risk informed assesment of probable costs. Cabinet were also updated in June 2021 as part of report <a href="https://democracy.thanet.gov.uk/documents/s72593/Cost%20and%20Financing%20of%20Disciplinary%20and%20Grievances%20Matters%20-%20Cab%208%20June%202021%20-%20Google%20Docs.pdf">https://democracy.thanet.gov.uk/documents/s72593/Cost%20and%20Financing%20of%20Disciplinary%20and%20Grievances%20Matters%20-%20Cab%208%20June%202021%20-%20Google%20Docs.pdf</a>  The adequacy of this provision will be periodically reviewed by the s151 as part of the production of the council's accounts and subsequently subject to audit by the council's external audit.
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				Reported to GPC in 2022.
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			June 2022	Discharged by IMO Report.
<b>2</b>	<b>Improving Governance</b>	<b>CE/Leader</b>					

# Statutory Recommendations Action Plan

Objective		To capture actions required in response to the Section 24 Audit recommendations				RAG: Key	
Lead Officer		Chief Executive	Colin Carmichael				Not started
Lead Member		Leader of the Council	Cllr Ash Ashbee				In progress
Project Team Members		Interim Monitoring Officer	Sameera Khan				Completed
		S151 Officer	Chris Blundell				
		Independent Monitoring Officer (IMO)	Quentin Baker				
NO	Auditor Recommendation	Responsible Officer	Actions	RAG	Timeframe		Progress
					Start	Finish	
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			05/04/2022	Concluded at Council 05.04.22 <a href="https://democracy.thanet.gov.uk/ielListDocuments.aspx?Cld=141&amp;Mid=6254&amp;Ver=4">https://democracy.thanet.gov.uk/ielListDocuments.aspx?Cld=141&amp;Mid=6254&amp;Ver=4</a>
<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 Interim Monitoring Officer	1) Report back to GPC and onto Full Council. Members and Officers are clear around their respective responsibilities. 2) This will form part of the work on reviewing the constitution at 2.1 of the IMO action plan 2.2 and 2.3.		Sept 2022	TBC	Report going to Cabinet 21.03.23. Will be completed as part of the Induction Programme for New Councillors.
3.2	<i>Vision &amp; Principles</i>	CE	1) Develop a Vision and Set of Principles.		Feb 2020	Sept 2020	Vision and Principles adopted.
3.3	Review Whistleblowing Policy	CE; HR Manager	1) Review Whistleblowing Policy. 2) Consult with Unions & Employee Council. 3) Take to GPC for approval.		May 2022	1.12.22	General Purposes Committee 4.11.22 - Policies agreed and adopted with effect from the 1.12.22 <a href="https://democracy.thanet.gov.uk/documents/g6359/Public%20reports%20pack%2004th-Nov-2022%2012.00%20General%20Purposes%20Committee.pdf?T=10">https://democracy.thanet.gov.uk/documents/g6359/Public%20reports%20pack%2004th-Nov-2022%2012.00%20General%20Purposes%20Committee.pdf?T=10</a>
3.4	Review Disciplinary Policy & Procedure	CE; HR Manager	1) Review Disciplinary Policy & Procedure. 2) Consult with Unions & Employee Council. 3) Take to GPC for approval.		May 2022	1.12.22	General Purposes Committee 4.11.22 - Policies agreed and adopted with effect from the 1.12.22 <a href="https://democracy.thanet.gov.uk/documents/g6359/Public%20reports%20pack%2004th-Nov-2022%2012.00%20General%20Purposes%20Committee.pdf?T=10">https://democracy.thanet.gov.uk/documents/g6359/Public%20reports%20pack%2004th-Nov-2022%2012.00%20General%20Purposes%20Committee.pdf?T=10</a>

# Statutory Recommendations Action Plan

Objective		To capture actions required in response to the Section 24 Audit recommendations				RAG: Key	
Lead Officer		Chief Executive	Colin Carmichael			Not started	
Lead Member		Leader of the Council	Cllr Ash Ashbee			In progress	
Project Team Members		Interim Monitoring Officer	Sameera Khan			Completed	
		S151 Officer	Chris Blundell				
		Independent Monitoring Officer (IMO)	Quentin Baker				
NO	Auditor Recommendation	Responsible Officer	Actions	RAG	Timeframe		Progress
					Start	Finish	
3.5	Review Grievance Policy and Procedure	CE; HR Manager	1) Review Grievance Policy & Procedure. 2) Consult with Unions & Employee Council. 3) Take to GPC for approval.		May 2022	1.12.22	General Purposes Committee 4.11.22 - Policies agreed and adopted with effect from the 1.12.22 <a href="https://democracy.thanet.gov.uk/documents/g6359/Public%20reports%20pack%2004th-Nov-2022%2012.00%20General%20Purposes%20Committee.pdf?T=10">https://democracy.thanet.gov.uk/documents/g6359/Public%20reports%20pack%2004th-Nov-2022%2012.00%20General%20Purposes%20Committee.pdf?T=10</a>
3.6	Grievance Policy stat officers	CE/TDC Deputy Monitoring Officer	<a href="#">Process agreed and adopted.</a>		Feb 2021	Oct 2022	Process agreed and adopted.
3.7	Review the council's Behaviours Framework	CE; HR Manager	1) Review the Behaviours Framework comprising expected behaviours/competencies within each service area. 2) Develop brief Staff Charter summarising key points/expectations between employer/employee		Aug 2022	TBC	Being picked up through the development of the people strategy. To be delivered when the corporate restructure is in place.
3.8	Ensure Staff and Members are appropriately supported with regular training and awareness on TDC policies.	CE; HR Manager	1) Undertake skills gap analysis; 2) Development and coaching for staff and members; 3) Introduce monthly Development time (some compulsory); 4) Identify core list of training; 5) Link e-learning to our relevant policies		TBC	TBC	To be delivered when the corporate restructure is in place.
3.9	Members have the appropriate training and awareness on a regular basis.	Interim Monitoring Officer	1) Refresh the existing training programme for Members and identify mandatory and optional training. For Example: Equality/GDPR/Constitution and the way the Council works/Training for Licensing and Planning Committees.		Jun 2023	TBC	Preparation work taking place. However, the actual training will take place after the May 2023 Local Elections.
4	<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 completed as part of the budget setting process for 2022/23

# 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	Colin Carmichael			<b>Not started</b>	
<b>Lead Member</b>		Leader of the Council	Cllr Ash Ashbee			<b>In progress</b>	
<b>Project Team Members</b>		Interim Monitoring Officer	Sameera Khan			<b>Completed</b>	
		S151 Officer	Chris Blundell				
		Independent Monitoring Officer (IMO)	Quentin Baker				
NO	Auditor Recommendation	Responsible Officer	Actions	RAG	Timeframe		Progress
					Start	Finish	
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 restate the reserves that were used to fund the cost pressures.
<b>End</b>							