

SIGNIFICANT GOVERNANCE ISSUES 2012/13

No.	Governance issue	Proposed Action	Timescale	Responsible Officer/Group	Current Position as at 30 November 2013
1.	Delivery of the 2013/14 Savings Programme	<ol style="list-style-type: none"> 1. Nominated CLT project sponsor. 2. Individual strands of the programme allocated to a lead officer. 3. Regular monitoring by Budget Working Group. 	<ol style="list-style-type: none"> 1. July 2013 2. July 2013 3. March 2014 	Corporate Leadership Team	<p>Borough Solicitor appointed as CLT sponsor.</p> <p>A nominated lead officer has been given to each strand.</p> <p>Standing item on Budget Working Group.</p>
2.	Demonstrating Effective Procurement	<p>Deliver the supporting action plan including:</p> <ol style="list-style-type: none"> 1. Re-establish the Procurement Group. 2. Provide procurement training. 3. Develop a programme based on spend analysis. 4. Publish a 'Selling to the Council' guide. 	March 2014	Finance & Asset Management Group Manager	<p>The Corporate Procurement Group has been re-established.</p> <p>The Policy and Performance Team (Internal Audit) is currently using an allocation of corporate improvement days from the Annual Audit Plan to undertake an analysis of the Council's spend. The outcome of this will be reported to the Procurement Group mid-December.</p>

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3.	Delivering effective organisational and cultural change	<ol style="list-style-type: none"> 1. Approval of Business Transformation Strategy. 2. Development of Business Transformation Programme. 	March 2014	Chief Executive	<p>A Member Working Group has been convened to oversee the development of the Business Transformation Strategy and underpinning Work Programme.</p> <p>The Group has approved a Project Initiation Document and Communications & Engagement Plan for Business Transformation. Meetings are scheduled during December 2013 and January 2014 to draft the Strategy which will be discussed at Executive Committee in April 2014.</p>

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4.	Effectiveness of governance framework to support the new organisational structure	<ol style="list-style-type: none"> 1. Update Scheme of Delegation. 2. Update Scheme of Budget Delegation. 3. Update Corporate Signatory List. 4. Realign budgets and payroll. 	<ol style="list-style-type: none"> 1. December 2013 2. December 2013 3. August 2013 4. September 2013 	Democratic Services Group Manager/Finance and Asset Management Group Manager	<ol style="list-style-type: none"> 1. Work has commenced on an update of the Scheme of Delegation including a review of Proper Officer functions, changes in legislation and the Council's organisational structure. It is anticipated that a draft scheme will be circulated in December for submission to Council in January/February. 2. Completed 3. Completed 4. Completed
5.	Demonstrating effective Business Continuity	<ol style="list-style-type: none"> 1. Reform the Business Continuity Group. 2. Review and update Service Continuity Plans. 3. Identify and prioritise the Council's critical systems. 4. Test the effectiveness of the business continuity arrangements. 	March 2014	Business Continuity Group	<p>The reformed Business Continuity Group has monthly meetings scheduled until June 2014.</p> <p>The Group is Chaired by the Lead Member for Corporate Governance. The Group will direct delivery of the Business Continuity Action Plan which includes actions to develop and test plans in line with identified priorities for services and systems.</p>

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6.	Maintaining adequate Health & Safety arrangements	<p>In relation to the management of playground inspections:-</p> <ol style="list-style-type: none"> 1. Training for inspectors. 2. Introduction of good practice RoSPA inspection template. 3. Playgrounds to be risk assessed. 4. Improved documentation of defect resolution. 	September 2013	Finance and Asset Management Group Manager	<ol style="list-style-type: none"> 1. A number of TBC staff have now received both routine and operational inspection training. 2. Template introduced and used to record all inspections. 3. All playgrounds risk assessed which led to the development of the inspection and maintenance regime. 4. Full audit trail now available from defect identification to defect remedy.