

SIGNIFICANT GOVERNANCE ISSUES 2014/15

No.	Governance issue	Proposed Action	Timescale	Responsible Officer/Group	Current Position as at 30 November 2013
1.	Compliance with Local Government Transparency Code (2014)	<ul style="list-style-type: none"> • Compliance action plan to be developed and presented at Audit Committee • Implementation of action plan 	October 2014	Policy and Performance Group Manager/Finance and Asset Management Group Manager	Individual officers tasked with specific aspects of the requirements. Quarterly info to be updated by end of December and annual data to be updated by February. On task to achieve this and some info already published on transparency page of website.
2.	Risk Management and Business Continuity	<ul style="list-style-type: none"> • Produce a Corporate Risk Register • Testing of business continuity arrangements 	September 2014 December 2014	Policy and Performance Group Manager Business Continuity Group	Corporate risk register was presented at Overview and Scrutiny Committee on 9 September 2014. It was agreed at Corporate Governance Group that it would be more appropriate for future registers to be included within the Audit Committee's work programme. Tentative discussions have been held with the Civil Protection Team at Waterwells to facilitate a testing exercise.

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3.	Information Governance	<ul style="list-style-type: none"> • Development of Information Governance policy and action plan • Awareness training for officers and Members • Completion of PSN Code of Connection assessment 	October 2014	<p>Senior Information Risk Owner (Deputy Chief Executive) supported by Policy and Performance Group</p> <p>Manager/Business Transformation Group Manager</p>	<p>Framework for Information Governance was discussed at Corporate Governance Group 26/11/14 with the framework and action plan to Executive Committee in January.</p> <p>The 2014/15 PSN code of compliance was completed and returned in advance of its annual expiry. The first submission was rejected as a criminal records check (of unspent convictions only) had not been undertaken for five of the 42 PSN users. These checks are currently underway and a resubmission of the self-assessment will be made once completed.</p> <p>An internal audit of Information Assurance (IA) controls within the 2014/15 PSN submission confirmed a satisfactory level of control. Recommendations have been made in relation to reviewing and updating ICT documentation.</p>

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4.	Partnerships - developing robust governance framework	<ul style="list-style-type: none"> Provide assurance to Members there will be effective governance arrangements in place for UBICO, management of the new leisure facility and the Single Fraud Investigation Service 	March 2015	Deputy Chief Executive	<p>A project plan to successfully implement the Council decision to transfer the Depot Service to Ubico is underway .This includes a clear service specification to maintain political control. The expected end date is 1 April 2015 and the project is on track to meet these timetables</p> <p>The contract procurement for the leisure operator has been carried out and People for Places selected. The contract to confirm their appointment is ready to be signed once the overall costs of the scheme are confirmed. This is scheduled to be complete by the end of November.</p> <p>SFIS – revised guidelines from central government mean that there will be no TBC staff affected by a transfer. However work is in train with DWP locally to ensure adequate support in handling fraud cases is maintained under the new arrangement.</p>