

SIGNIFICANT GOVERNANCE ISSUES 2014/15

No.	Governance issue	Proposed Action	Timescale	Responsible Officer/Group	Current Position as at 30 November 2015	Current Position as at 1 March 2016
1.	Embedding of budget understanding / development / ownership	<ul style="list-style-type: none"> <li data-bbox="526 411 911 512">• Provision of financial training (external for budget holders) <li data-bbox="526 932 911 1098">• Develop and implement a detailed and robust financial reporting process for Members and Officers 	September-December 2015	Group Manager Finance & Asset Management	<p data-bbox="1527 411 1816 847">Finance training for non-finance managers, facilitated by CIPFA, was held in September and was well attended and well received by managers. A further facilitated event is being planned for March 2016 in preparation for the closure of accounts.</p> <p data-bbox="1527 914 1816 1385">The financial reporting framework has been improved so that detailed monthly management reporting on a number of levels occurs and the reporting of the financial position, again in a more detailed manner, happens monthly for CLT and quarterly for members.</p>	<p data-bbox="1848 411 1991 443">Completed</p> <p data-bbox="1848 914 1991 946">Completed</p>

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		<ul style="list-style-type: none"> Provide dedicated accountancy support for all services 			All service areas now have dedicated accountancy support assigned to them with regular meetings taking place.	Completed
2.	Business Continuity	<ul style="list-style-type: none"> Testing of Business Continuity arrangements 	December 2015	Business Continuity Group	The intention is to use the Civil Protection Team at Waterwells to facilitate scenario testing. A meeting is being held on 3 December to scope the testing exercise. The actual test will take place early in the New Year.	<p>A workshop, facilitated by the Civil Protection Team, Waterwells, was held on 9 February and was attended by Group and Operational Managers. The purpose of the exercise was scenario testing. This will provide the catalyst for further business continuity work including:</p> <ul style="list-style-type: none"> Review of corporate plan Prioritisation of systems Review of individual service plans

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3.	Constitution update	<ul style="list-style-type: none"> • Review of Constitution including the Responsibility of Functions (Scheme of Delegation) • Update Constitution as necessary 	<p>September-December 2015</p> <p>March 2016</p>	Group Manager Democratic Services	Target date is May 2016 and a programme is being drawn up to achieve this timescale. The programme will include a Member Seminar on any proposed changes if required.	The transition to IER (Individual Electoral Registration) together with Parliamentary, Borough and Parish Elections has resulted in this project not being completed. With the forthcoming elections and EU Referendum the review will not be completed until December 2016.
4.	Workforce Development Strategy	<ul style="list-style-type: none"> • Develop and implement a corporate Workforce Development Strategy 	September 2015 – March 2016	Group Manager Corporate Services	This is currently being worked upon. The council's HR team are working in partnership with senior officers from the Glos Care Services HR team who are helping towards delivering the strategy. This is at no cost to the council and is an excellent learning opportunity for both parties.	The HR team are working in partnership with senior HR officers from Glos Care Services who are helping to deliver the strategy. The date of completion will need to be extended to reflect the sickness absence of the council's lead officer.