

SIGNIFICANT GOVERNANCE ISSUES 2016/17

No.	Governance issue	Proposed Action	Timescale	Responsible Officer/Group	Current Position as at 30 November 2016
1.	Constitution	<ul style="list-style-type: none"> • Review and update the Constitution 	December 2018	Head of Democratic Services	There are no major elections scheduled for 2018 and priority will be given early in 2018 to commencing the update of the Constitution. In the meantime, the Constitution is still a serviceable document available on the internet.
2.	Risk Management	<ul style="list-style-type: none"> • Review and update strategy • Risk management awareness training • Introduce a new corporate risk register 	February 2018	Head of Corporate Services	<ul style="list-style-type: none"> • Draft strategy has been written but need to ascertain risk appetite of the Council. • Risk management training including development of risk appetite to be held Dec/Jan. • Development of risk register to follow training.

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3.	Business Continuity	<ul style="list-style-type: none"> • All service plans to be updated • Review of Corporate Plan • Identify and prioritise key systems • Desktop exercise to test new plan 	March 2018	Head of Corporate Services	<ul style="list-style-type: none"> • All service plans in place – Internal Audit helped facilitate the process. • Draft corporate plan produced. • Key systems identified as part of the planning process. • Testing to take place on the plan within final quarter of the year – this will be facilitated by the Civil Protection Team.

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4.	Audit Committee effectiveness	<ul style="list-style-type: none"> • Audit Committee training • Undertake a review of the effectiveness of the Committee 	March 2018	Head of Corporate Services	<ul style="list-style-type: none"> • Role of the Audit Committee, 'Meet the Internal Audit Team' and Statement of Accounts training have taken place. • New CIPFA guidance on Audit Committee effectiveness expected November 2017. • Name and Terms of Reference of current Committee are to be reviewed, an annual Audit Committee report will be produced and a more proactive challenge to outstanding audit recommendations will all contribute to maximising the effectiveness of the Committee.

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5.	Workforce Development Strategy	<ul style="list-style-type: none"> • Develop and approve strategy 	September 2017	Human Resources Adviser	<ul style="list-style-type: none"> • Employee engagement survey completed and actions arising have been addressed in the strategy. • Management commitment forming part of the strategy has been implemented • A second draft has been produced to be consulted upon. • Action plan developed to accompany strategy and continually updated.

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6.	Ubico Client Monitoring	<ul style="list-style-type: none"> Review of current arrangements and produce improvement plan 	September 2017	Head of Community Services	<p>Regular contract monitoring meetings now take place to discuss amongst other things overall contract performance. These include:</p> <ul style="list-style-type: none"> Monthly Lead Member, Joint Waste Team and Heads of Service meeting. Monthly Tewkesbury Borough Council Customer Service, Joint Waste Team. Six weekly contract monitoring meetings to discuss overall contract performance including KPIs, health and safety and current projects. Quarterly Gloucestershire Waste Collection Safety meeting including all contractors and Councils.

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					<ul style="list-style-type: none"> • Quarterly Environmental Services Partnership Board including Head of Customer Service, Tewkesbury Borough Council Finance, Ubico Managing Director & Senior Operations Manager, Lead Member, Joint Waste Team. • Quarterly senior management group including all relevant Council Heads of Service and the Head of the Joint Waste Team. <p>Grounds maintenance has been monitored on a more ad-hoc basis with officers meeting weekly to discuss matters arising. This will be subject to the same level of scrutiny once KPIs are developed.</p> <p>Roll out of the new service (April 2017) saw a performance dip and an improvement plan was implemented to manage this. Regular update meetings take place and it has seen improvement.</p>

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7.	General Data Protection Regulations (GDPR)	<ul style="list-style-type: none"> Deliver implementation action plan 	May 2018	Head of Corporate Services	<ul style="list-style-type: none"> Data audit is now complete. Awareness training to all managers has been carried out. Information group has been set up to oversee project implementation.
8.	Local Code of Corporate Governance	<ul style="list-style-type: none"> Review and update current code 	March 2018	Head of Corporate Services	<ul style="list-style-type: none"> No progress to date other than research of what other Councils have produced.