

MONITORING OF SIGNIFICANT GOVERNANCE ISSUES

No.	Governance issue	Proposed Action	Timescale	Responsible Officer/Group	Current Position as at 1 March 2018
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 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 July 2018	Head of Corporate Services	<ul style="list-style-type: none"> Draft strategy has been written. Risk management training including development of risk appetite and identification of corporate risks is in the process of being organised. Development of risk register to follow training and present at next Audit Committee.

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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 	<p>March 2018</p> <p>June 2018</p>	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 	<p>March 2018</p> <p>September 2018</p>	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 has been published and will inform a formal review. 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.
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"> A draft strategy has been produced. Finalising the strategy will be overseen by the Interim HR Manager.

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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>Waste contract - The improvement plan continues to be adapted and managed and performance is improving. New performance indicators have now been agreed across the partnership and will be monitored from April 2018. This will allow better contract management.</p> <p>Grounds maintenance – Quality of work is now being better managed with the assets and property team and schedules of work are being drawn up and agreed. Joined up work with partners and contract management and monitoring still needs to be improved.</p>
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 completed and actions arising are being delivered in accordance with project milestones. Awareness training for all staff and Members has been carried out. Information group has been set up to oversee project implementation.

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8.	Local Code of Corporate Governance	<ul style="list-style-type: none"> Review and update current code 	<p>March 2018</p> <p>September 2018</p>	Head of Corporate Services	<ul style="list-style-type: none"> No progress to date other than research.