

Governance Issue	Proposed action	Timescale	Responsible officer (s)	Progress to date
1. Community Infrastructure Levy (CIL)	Overall governance arrangements to be formalised between partners	March 2024	Executive Director: Place	<p>Complete</p> <p>A Cheltenham, Gloucester and Tewkesbury CIL Joint Committee including Terms of Reference was approved by Council on 23 January 2024.</p>
2. Local Code of Corporate Governance	Develop and approve a new code of governance	June 2024	Director: Corporate Resources	<p>In progress</p> <p>A new code to be presented to Audit and Governance Committee on 26 June 2024.</p>
3. Compliance with the CIPFA financial code	Deliver outstanding actions identified within the self-assessment	March 2024	Associate Director: Finance	<p>Complete</p> <p>Those actions within the control of the team have been implemented. An individual report confirming this will be presented at Audit and Governance Committee on 27 March 2024</p>
4. Licensing Service Review	Deliver the work streams identified within the service review project plan	May 2024	Licensing Team Leader	<p>Complete</p> <p>Whilst work continues to further improve the service the fundamentals to address the initial concerns regarding delivery of the service have been implemented. These include the resourcing of the team, quality and quantity of Committee meetings, policy development, online forms and financial governance.</p>

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5. UK Shared Prosperity Fund	Ensure there are sound governance arrangements in place to oversee and support delivery of the investment plan	March 2024	Head of Service: Economic Development and Tourism	<p>Complete</p> <p>Previously UKSPF/REPF has been discussed at Executive Committee on 16 November 22. In line with the resolution, authority was delegated to relevant officers in consultation with the Lead Members for Community and Economic Development/Promotion. The projects selected were based in economic studies, consultation with a specifically formed partnership group and evidenced locally. They all fit and follow the Investment Plan that was submitted and then signed off by Government.</p>
6. Equality and Diversity	Review and update the current policy and produce a supporting action plan	December 2023 July 2024	Associate Director: People and Culture/Director: Corporate Resources	<p>In progress</p> <p>A draft policy has been written. A supporting action plan is being developed and both will be presented at Executive Committee on 17 July 2024.</p>
7. Fraud Risk Registers	Produce service specific registers for high-risk areas	March 2024 June 2024	Counter Fraud and Enforcement Manager	<p>In progress</p> <p>Discussions have taken place with the high risk services e.g. Revenues & Benefits, Human Resources and registers to be developed first quarter of 2024/25. Resource diverted to flood grants.</p>
8. Tewkesbury Garden Town Programme	Develop and embed governance arrangements for the programme	March 2024	Executive Director: Place	<p>Complete</p> <p>New governance arrangements including improved monitoring and reporting arrangements were approved by Council on 26 September 2023.</p>