

Local Code of Corporate Governance

Action Plan

(Incorporating actions from the Annual Governance Statement 2010/11)

Issues and Actions	Timescale	Responsible Officer	Action/Progress
Continue to review the Local Code of Corporate Governance in accordance with updated guidance and to undertake any outstanding work during the year	½ yearly review	Monitoring Officer	Next reviews due in June and December 2012.
Members' training and development programme to be reviewed and Action Plan implemented	Ongoing	Head of Corporate Services	All elected members have received an induction comprising a range of topics. All newly elected members have also received one to one sessions to support their introduction to the Authority. Members also receive training tailored according to their individual needs depending on their role within the Authority.
Maintain and strengthen data quality arrangements – Implement action plan emerging from the internal audit of data quality	February 2012	Head of Corporate Services	External Audit has been completed and a revised Data Quality Strategy and Action Plan will be taken to Audit Sub Committee in February 2012.
EIRA screening assessment of policy documents	July 2012	Head of Corporate Services	This action is now covered in a KPI produced by Northgate Public Services and is next due to be reported in July 2012.

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Service Access Review	March 2012	All Heads of Service Lead by Head of Corporate Services	A Project Group has been set up to undertake this review. Work is ongoing and will be completed within timescales.
Overview and Scrutiny Committee to review arrangements and develop an annual Action Plan	March 2012	Head of Corporate Services	Annual focus session held on 29 th June 2011 with Officers and Members to establish 2011/12 work programme. Completed.
Review Officer Code of Conduct when National Guidelines issued	July 2012	Head of Corporate Services	Consultation document has been provided and Council has submitted a formal response. Awaiting national guidelines to determine any further action.
Adopt Revised Member Code of Conduct when legislation introduced	July 2012	Monitoring Officer	Localism Bill received Royal assent on the 15 th November 2011. Full Council considered the government's proposals on the future of the local standards framework on the 10 th November 2011. A further report to Full Council is now planned for January 2012.
Maintain and strengthen current partnership arrangements – Implement action plan emerging from the internal audit of partnership working	April 2012	Head of Corporate Services	All key partnerships identified across service plans for 2011/12. The Annual review of partnerships is scheduled to go to Finance and Management Committee on 26 th April 2012.
Implement any actions emerging from the Localism Bill 2010 that impact on the Governance agenda.	Ongoing	Monitoring Officer	A number of briefings have been given to members on the Localism Bill; these have included HRA self-financing and reforms to Council Tax. Reports to members have also included the future of the local standards framework.
Awareness-raising to ensure more effective complaint resolution at first stage	Ongoing	Head of Corporate Services	The latest report on progress made was submitted to Finance and Management Committee on the 1 st December 2011. Over the past 6 months there has been an increase in the number of complaints received by the Council. All of these complaints were resolved at the first stage.

Issues and Actions	Timescale	Responsible Officer	Action/Progress
Continuing review of all Council Services	Ongoing	All Heads of Service Lead by Head of Corporate Services	Northgate Public Services have commenced the review programme to cover all Council Services. Housing and Environmental Services has been completed. Democratic Services commenced in November 2011 and Leisure is scheduled to commence in early 2012.
Peer Review of the Audit Sub-Committee to be undertaken and refresher training for all Members of the audit committee.	July 2012	Head of Corporate Services	Peer review is still to be undertaken. However refresher training for all members of the audit committee was carried out in September 2011.

