



**REPORT of
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

**to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
24 MARCH 2022**

ANNUAL GOVERNANCE STATEMENT ACTIONS UPDATE - QUARTER 3

1. PURPOSE OF THE REPORT

1.1 To update the Committee on the actions identified in the 2020/21 Annual Governance Statement.

2. RECOMMENDATION

(i) That the Committee reviews the Annual Governance Statements table and updates below and challenges where necessary.

3. SUMMARY OF KEY ISSUES

3.1 The Annual Governance Statement in its new format was approved by the Performance, Governance and Audit committee on 10 June 2021. In line with the Chartered Institute of Public Finance and Accountancy (CIPFA) best practice, it was reflective of governance matters for 2020/21, and forward looking about where we could make improvements for 2021/22.

3.2 The report has an action plan for the year looking forwards and the Committee agreed that progress on the actions would be reported to and reviewed by the Committee.

3.3 The Action Plan is held on our SharePoint system and updated by responsible officers.

3.4 The Actions Highlighted in Grey have been previously reported as **completed**.

3.5 The current table of actions and officer updates are detailed below for Member consideration.

Title	Owner	Status	Target Completion	Commentary
Draw out and link all of our policies and their objectives through a review of the Local Development Plan (LDP) (e.g. Corporate Plan, Climate Change).	Matt Winslow	Ongoing	31/12/2023	Q3 - Work remains ongoing in the LDP Review. Nature Conservation Study and Gypsy & Traveller Accommodation Needs Assessment and Employment Land and Premises Study commissioned. Integrated Assessment, Strategic Flood Risk Assessment out to tender.

Title	Owner	Status	Target Completion	Commentary
				<p>Internal studies looking at Housing and Economic Land Availability, Settlement Hierarchy, Transport Modelling, Retail and Renewable Energy getting underway. Other work will be commissioned as project advances.</p> <p>In delivering this action, it is important to recognise that the older the policies or objectives, the harder it will be to reflect them in the LDP Review update, particularly if circumstances have changed locally or national policy has moved on. LDP Review project through the Planning Policy Programme Board is already tied into other policy, strategy and action plan development including the Corporate Plan and Climate Action Plan.</p>
Review remote meeting arrangements and future options for online participation.	Paul Dodson	Ongoing	03/2022	Remote participation now adopted in the constitution, and we are running hybrid meetings with officers and public attending remotely. we have responded to the Association of Democratic Services Officers (ADSO) online meeting petition and hope this allows for greater hybrid options for members in the future.
A review of the Corporate Risk Register, to map Risk Management to the corporate outcome delivery.	Cheryl Hughes	Completed	31/03/2022	Committee Jan 2022 agreed closure of historic transformation finance risk, and reporting included emerging risks. we continue to review this as part of corporate risk clinics.
Assess the impact of Covid on our services and delivery including through internal audit. Implement a refreshed Corporate Plan.	Chris Leslie	Completed	10/2021	Corporate Plan refreshed and adopted in February 2021. Internal audit of COVID recovery plans completed with substantial assurance. Resident & Business survey launched. Growth bids for service improvement presented to Finance Working

Title	Owner	Status	Target Completion	Commentary
				Group.
Implement revised performance tracking accordingly.	Cheryl Hughes	Completed	01/2022	New template to Performance, Governance and Audit (PGA) September 2021, aligned to the new corporate plan. Member feedback on this has also fed into agile changes. The template is in place and will report quarterly to the refreshed corporate plan
Review our Audit committee arrangements in light of the Redmond Review (i.e. PGA).	Cheryl Hughes	Completed	10/2021	The three primary concerns raised by the Redmond Review were the fragility of the local audit market, policy objectives of legislation not being fulfilled, and lack of leadership for the local audit system. Regular reporting has been given to PGA on how these areas impact us, but given they are much broader than District level, we don't expect any wider work/changes are necessary at Maldon District Council.
Public involvement and budget consultation as part of our Annual Strategic Cycle.	Chris Leslie	Completed	31/12/2021	A draft budget consultation has been prepared and is currently being finalised. This will be built into the budget setting timetable. Analysis of the survey was presented to the finance working group members as part of the budget setting work for 21/22.
Implement a programme of Continual Improvement.	Cheryl Hughes	Completed	12/2021	A Process Improvement framework document outlining our approach to continual improvement has been created and reported to Nov 21 PGA Committee
Monitor the impact of the COVID crisis on the governance arrangements.	Paul Dodson	Completed	11/2021	18 November internal Audit report for COVID recovery plan was reported to PGA committee and gave a substantial level of assurance around our COVID governance arrangements and recovery framework.
Peer review of our scrutiny arrangements.	Cheryl Hughes	Completed	30/01/2021	The Local Government Association (LGA) centre for governance and scrutiny delivered training in April 2021

Title	Owner	Status	Target Completion	Commentary
				around scrutiny best practice and included feedback in this.
Implement the member training and development plan with the LGA.	Cheryl Hughes	Completed	07/2021	Member training delivered in conjunction with LGA on Planning, and Planning recommendations have been considered by the Corporate Governance working group. Chairman training, Risk Management training, and Planning quarterly sessions have all taken place since April 2021. A detailed Member training plan has been reviewed by the Member training Working group and considered by Council.
Monitor and improve commercial income delivery and tracking the benefits of the Transformation programme.	Steven Butcher	Completed		August Overview and Scrutiny Committee was presented with transformation reconciliation. This highlighted commercial income that could not be achieved and has now been factored into the Medium Term Financial Strategy (MTFS). The commercial team are also developing full Project documents for commercial programme proposals, reporting to Steering Board late August.

4. CONCLUSION

- 4.1 The information provided gives progress updates against the key actions defined in the 2020/21 Annual Governance Statement

5. IMPACT ON STRATEGIC THEMES

- 5.1 Good governance will enable delivery of strategic priorities going forwards.

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (N/A).
- (ii) **Impact on Equalities** – N/A.
- (iii) **Impact on Risk** – Good governance will help minimise our corporate risk for the future.

Impact on Resources (financial) – The monitoring and delivery of this item is provided within existing resources.

- (iv) **Impact on Resources (human)** – The monitoring and delivery of this item is provided within existing resources.
- (v) **Impact on the Environment** – N/A.
- (vi) **Impact on Strengthening Communities** – N/A.

Background Papers: 2020/21 Annual Governance Statement

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