



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

**to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
29 SEPTEMBER 2022**

ANNUAL GOVERNANCE STATEMENT ACTIONS UPDATE

1. PURPOSE OF THE REPORT

1.1 To update the Committee on the actions identified in the 2022/2023 Annual Governance Statement.

2. RECOMMENDATION

(i) That the Committee reviews the Annual Governance Statement's 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 2021/22, and forward looking about where we could make improvements for 2022/23.

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)	Matt Winslow	Ongoing	31/12/2023	Q1 - Work remains ongoing in the LDP Review to update the planning policy framework in the context of national policy and local policy. Issues and Options consultation completed early 2022. Nature Conservation Study, Gypsy & Traveller Accommodation Needs Assessment, Employment Land and Premises Study and Strategic Flood

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(e.g. Corporate Plan, Climate Change).				Risk Assessment all due for completion by Q2/Q3 2022. Statutory Integrated Assessment awarded to LUC. Discussions ongoing with Essex County Council (ECC) concerning Transport Modelling. Internal studies for Housing and Economic Land Availability, Settlement Hierarchy & Rural Facilities Study completed for first year and can now be subject to more regular review. Wind Energy potential study, Water Cycle Study and Green Space Review getting underway. In delivering this action, it is important to recognise that the older the Council's other policies or objectives, the harder it will be to reflect them in the LDP Review update, particularly if circumstances have changed locally or national planning policy has moved on. LDP Review via the Planning Policy Programme Board is already tied into other policy, strategy and action plan development including the Corporate Plan, Climate Action Strategy and Commercial Strategy.
Build on member/officer code of conduct with training and support and increase positive working relationships	Simon Quelch	Ongoing	31/03/2023	Q1 - Code of conduct training for district and parish Councillors took place at the end of June in preparation for the new code of conduct that was adopted by council in March. New online registration forms are now available for members to complete by 1st August
Deliver process improvement training for staff and build capacity for continual improvement work across the organisation	Cheryl Hughes	Ongoing	31/12/2022	Q1 – ‘Yellow belt’ training to build the next level of capacity around process improvement is planned for September 2022, following the summer showcase and process improvement stall to raise awareness/ promote the work the team do
Update the Risk Management Policy and re-evaluate	Cheryl Hughes	Ongoing	31/12/2022	Q1 - Risk Assurance audit highlighted good practice but further areas for improvement/ best practice. These are being incorporated into a revised risk

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the Corporate Risk Register in line with this				management framework, due to be reported to PGA in September
Improve engagement with resident and business survey, and look at wider options for future engagement (budget survey)	Eloise Howard	Ongoing	31/12/2023	Q1 - Last year's survey results have been published, with feedback shared with internal services for future planning. The lower levels of public engagement from both Residents & Businesses were acknowledged, with a review of any influencing impacts and analysis of lessons learnt underway. Innovation session in planning for next quarter to increase public engagement using effective consultation methods.
Build engagement and information sharing with Parish Councils as part of the Local Development Plan review work	Matt Winslow	Ongoing	31/12/2013	Q1 - Following feedback from Parishes to the Issues and Options Document consultation in early 2022, it is recognised that there needs to be a different approach taken, going forwards, with Parish Councils where the LDP Review is concerned to help inform, build relationships, support the parishes work in their community and dispel myths and misinformation that can occur during plan preparation. The objective has been included into the Strategy, Policy, Communications & Commercial Service Plan and through Q1 the Planning Policy Team will be considering how to shape this new engagement approach with all parishes.
Build on delegated decision reporting that has been put in place March 2022	Cheryl Hughes	Completed	N/A	Q1 - https://www.maldon.gov.uk/decisions page now established and will be updated quarterly with performance reviews. Process for Extended Leadership Team (ELT) and Corporate Leadership Team (CLT) to update is in place and has been communicated.
Seek further support and resolutions to promote smooth running of committee meetings	Cheryl Hughes	Completed	N/A	Q1 - Committee meeting disruptions have reduced since March 2022, but process for Chairman to be followed were included in the May 2022 Chairman training.
Build on	Cheryl	Completed	N/A	Q1 – Member induction process has

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member induction process and put in place ahead of 2023 onboarding	Hughes			been designed and agreed between elections and committees staff and is fully documented ahead of May onboarding. Completed as of 29/7/22
Embed the Climate action strategy and pledges into operational working	Georgina Button	Completed	05/07/2022	Q1 - Carbon Literacy Training completed All staff smart objectives set, Climate Action Officer recruited - starts 30th August Climate Action Connectors (senior managers collating the activities under the 5 pledges) set up. Climate Action added to regular agenda meetings.

4. CONCLUSION

4.1 The information provided gives progress updates against the key actions defined in the 2022/23 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.
- (iv) **Impact on Resources (financial)** – The monitoring and delivery of this item is provided within existing resources.
- (v) **Impact on Resources (human)** – The monitoring and delivery of this item is provided within existing resources.
- (vi) **Impact on the Environment** – N/A.
- (vii) **Impact on Strengthening Communities** – N/A.

Background Papers: 2022/23 Annual Governance Statement

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.