



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

**to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
19 JANUARY 2023**

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

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 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	Q2 - Work remains ongoing in the LDP Review to update the planning policy framework in the context of national policy and local policy, although project has slowed in part due to a need to reprioritise officer resources to support Development Management, Enforcement and the Levelling Up Funding application. 28.5k Issues and Options

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(e.g. Corporate Plan, Climate Change).				consultation responses being reviewed by team. Key evidence previously reported as underway, remains underway - however some slippage due to changing national policy and guidance and consultant capacity. Conversations ongoing with Essex County Council (ECC) concerning Transport Modelling but must wait for Maldon District Council (MDC) to reduce potential Growth Options down to 3 from 7. Internal studies for Wind Energy potential and Green Space Review 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 Project 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	Q2 – Comments are the same as Q1. The 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. Gnu online registration forms are now available for members to complete by 1st August.
Update the Risk Management Strategy and re-evaluate the Corporate Risk Register in line with this.	Cheryl Hughes	Ongoing	31/12/2022	Q2 - PGA adopted Risk policy 29.09.22 updates to risk register reporting to be proposed for Q2, and staff and member training to be rolled out, then this action will close.
Improve engagement with resident and business survey, and look at wider	Eloise Howard	Ongoing	31/12/2023	Q2 - Both Resident and Business surveys are due to launch 3rd October. All Members, Parish, Partnerships, Local connections & assets engaged to support promoting participation, as well as

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options for future engagement (budget survey).				additional methods to ensure every household is reached and those that are not `digital first` (i.e.) Print on the waste calendar distribution envelope, Local Magazines, Paper Copies available on request and customer services support.
Build engagement and information sharing with Parish Councils as part of the Local Development Plan review work.	Matt Winslow	Ongoing	31/12/2023	Q2 - Work during Q2 on the LDP Review slowed to accommodate a diversion of some resources to Development Management, Enforcement and the Levelling Up Fund application. Discussions have however been taking place with the Strategy Theme Lead - Community who has been leading on a similar project to engage the Parishes differently for other Council activities, which are being informed by workshops with Parishes.
Deliver process improvement training for staff and build capacity for continual improvement work across the organisation.	Cheryl Hughes	Completed	31/12/2022	Q2 - Over 30 staff attended the 20th September training session Lean Six Sigma yellow belt - and champions were highlighted by ELT to cover across the organisation.
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 ELT/CLT to update 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 member induction process and put in place ahead of 2023 onboarding	Cheryl Hughes	Completed	N/A	Q1 – Member induction process has been designed and agreed between elections and committees staff and is fully documented ahead of May onboarding. Completed as of 29/7/22.

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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.