



**REPORT of
DIRECTOR OF STRATEGY AND RESOURCES**

**to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
28 SEPTEMBER 2023**

ANNUAL GOVERNANCE STATEMENT ACTIONS UPDATE

1. PURPOSE OF THE REPORT

1.1 To update the Committee on the actions identified in the 2023/2024 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 current format was approved by the Performance, Governance and Audit Committee (PGA) on 10 June 2021. In line with the Chartered Institute of Public Finance and Accountancy (CIPFA) best practice, it is reflective of governance matters, and forward looking about where we could make improvements.
- 3.2 The report has an updated 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 our policies and their objectives through a review of the Local Development Plan (LDP) (e.g. Corporate plan, climate change)	Assistant Director: Planning & Implementation	Ongoing	31/12/2023	Q1 - Work remains ongoing in the LDP Review to update the planning policy framework for the district that will cascade national, regional, and local policies and any new legal requirements as required. Working Groups and Workshops restarting with Members

Title	Owner	Status	Target Completion	Commentary
				Summer 2023 to progress.
Build engagement and information sharing with Parish Councils as part of the LDP review work through the new Parish and Town Council Engagement Forum	Assistant Director: Planning & Implementation	Ongoing	31/12/2023	Q1 - Awaiting new schedule of meetings to ensure adequate representation can be provided.
Build on member induction process and training plan in collaboration with the member training and development working group.	Assistant Director- Programmes, Performance and Governance	Ongoing	29/02/2024	Q1 - Member survey to gather feedback for onboarding programme took place in June. In July, the member training and development working group will be meeting to review feedback and help plan further member training and development
Review governance housekeeping matters through the Performance, Governance and Audit working group.	Director of Strategy and Resources	Ongoing		Q1 - The working group has been set up as part of the statutory annual process, and we expect it is likely to sit to review some areas following a recent finance peer review which was considered by Council on 13 July 2023.
Roll out new service plan template and sharepoint structure and monthly highlight reports to underpin 23-27 Corporate plan.	Assistant Director- Programmes, Performance and Governance	Ongoing	30/10/2023	Q1 – A specific sharepoint site has been built for the leadership team to store and track their service plans. Monthly highlight reports are required by the Extended Leadership Team (ELT) for their service plan delivery, and these have been scheduled to be reviewed by the Corporate Leadership Team (CLT) throughout the year. Key extracts from these reports will also be included in corporate performance

Title	Owner	Status	Target Completion	Commentary
				reporting and the Balance Scorecard reporting.
Launch Risk Management e-learning to staff and members.	Specialist: Performance	Ongoing	31/12/2023	Q1 – the Risk E learning module is live for all staff to complete as part of their annual training. Currently only 13% of staff have completed this, a communication is being scheduled to remind all staff of the need to complete. Rates will be tracked quarterly.
Review and redesign corporate performance reporting to align to the 23-27 Corporate plan.	Assistant Director- Programmes, Performance and Governance/ Specialist: Performance	Ongoing	01/10/2023	Q1 - A complete review exercise has taken place with Key Performance Indicators (KPIs), and service owners and new corporate performance reporting developed as a result. This has been shared with PGA committee members in a session in June 2023, with a view to revised corporate performance reporting going to committee in autumn.
Use staff priority party feedback to identify further work and development around 'our values and feed this to the 'Corporate action planning' group.	Assistant Director - Strategy, Partnerships and Communications/ Assistant Director – Resources	Completed	31/12/2023	Q1 - the priority parties took place and 104 staff attended. No feedback from parties related to values so will progress values work separately via the One Team Champions.
Build on member/ officer code of conduct with training and support and increase positive working relationships.	Director of Strategy & Resources	Completed	31/03/2023	Q1 - Member onboarding day 9th May covered member/ officer protocol introduction, and we are hoping that the wider programme of onboarding will also build networking / relationships that will help foster positive working relationships. Code of conduct training also delivered and followed up to all members May/ June 23.

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 PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

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.

Background Papers: None.

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