REPORT of
DIRECTOR OF STRATEGY AND RESOURCES

to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
7 MARCH 2024

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 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 of our policies and their objectives through a review of the Local Development Plan (e.g., Corporate plan, climate change)	Matt Winslow	Ongoing	01/09/2026	Q3 - Work is progressing on the LDP Review to ensure the planning policy framework for the district can be updated to cascade and interpret national, regional and local policies and any new legal requirements as required.

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Build engagement and information sharing with Parish Councils as part of the Local Development Plan review work through the new Parish and Town Council Engagement Forum	Matt Winslow	Ongoing	01/09/2026	Q3 - Planning Policy and Implementation Team attended the Maldon District Parish Forum on 14 Dec 2023 to provide an update on the LDP Review, the three Growth Options being tested and provide an overview of the employment land review, nature conservation study, strategic flood risk assessment, retail capacity review and S106. The Planning & Implementation department continues to respond to requests from Town and Parish Councils for subject specific briefings and Neighbourhood Plan support.
Build on member induction process and training plan in collaboration with the member training and development working group	Cheryl Hughes	Ongoing	29/02/2024	Q3 - Member training working group reviewed member survey in December 2023 and confirmed their original thinking on follow up member training. Data protection session took place in December 2023. Follow up planning training with officers is booked for Jan 2024, commercial training is being scoped with external providers, and civility in public life due to take place with Local Government Association (LGA) colleagues in Jan 2024. These address member training comments and working group feedback
Review governance housekeeping matters through the Performance, Governance and Audit working group	Paul Dodson	Ongoing	31/01/2024	Q3 - Finance Peer Review actions progressed through the Finance Member Working Group and progress to be presented to Peer Review Team in Jan 2024.
Launch Risk Management e-learning to staff and members	Eloise Howard	Completed	31/12/2023	Q2 - Risk E Learning now forms part of the annual E- learning suite for both staff and members, with communications and completion management forming part of BAU. Material will be refreshed annually to keep learning up to date.
Review and redesign corporate performance reporting to align to the 23-27 Corporate	Eloise Howard/ Cheryl Hughes	Completed	01/10/2023	Q2 - The new corporate performance reporting for Q1 was reported to members(PGA-28/9), including KPIs for all new corporate plan priorities. Members gave excellent feedback for this rebuild, and future performance reporting will

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plan				now follow this template and map to the revised corporate plan (with some data still being gathered)
Roll out new service plan template and SharePoint structure and monthly highlight reports to underpin 23-27 Corporate plan,	Cheryl Hughes	Completed	30/10/2023	Q2 - All service plans have been loaded to corporate SharePoint. Since August there have been monthly action update triggers for service plan actions and monthly highlight reports for service plan owners. There is a schedule of due dates, and the Corporate Leadership Team (CLT) review dates of these in place. The balance scorecard is now tracking completion compliance and risks that have been raised as a result of this process.
Use staff priority party feedback to identify further work and development around 'our values and feed this to the 'Corporate action planning' group	Annette Cardy / Georgina Button	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	Paul Dodson	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) **<u>Impact on Customers</u>** – Not applicable (N/A).

(ii) **<u>Impact on Equalities</u>** – N/A

(iii) **<u>Impact on Risk (including Fraud implications)</u>** – Good governance will help minimise our corporate risk for the future.

(iv) **<u>Impact on Resources (financial)</u>** – The monitoring and delivery of this item is provided within existing resources.

(v) **<u>Impact on Resources (human)</u>** – The monitoring and delivery of this item is provided within existing resources.

<u>Background papers:</u> None.

<u>Enquiries to:</u> Cheryl Hughes, Programmes, Performance and Governance Manager.