REPORT of
DIRECTOR OF STRATEGY AND RESOURCES

to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
18 JUNE 2024

ANNUAL GOVERNANCE STATEMENT ACTIONS UPDATE

1. PURPOSE OF THE REPORT

1.1 To update the Committee on the actions identified in the 2023 / 24 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 the Council's 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 is 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	Q4 - 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	Q4 - The Planning and Implementation department continues to respond to requests from Town and Parish Councils for subject specific briefings and Neighbourhood Plan support, as well as attending the Maldon District Parish Forum.
Build on member induction process and training plan in collaboration with the member training and development Working Group	Cheryl Hughes	Complete	29/02/2024	Q4 - Member training Working Group continues to run and will pick up requirements and overview of the member training budget. On 16/04/24 the Working Group fed back and confirmed the post statutory annual training plan for members and that the requirements for 23/24 have been met so this action is now closed and member training part of Business as Usual.
Review governance housekeeping matters through the Performance, Governance and Audit Working Group	Paul Dodson	Complete	31/01/2024	Task Completed - actions completed through Working Group and reported back in Peer Review updated
Launch Risk Management e-learning to staff and members	Eloise Howard	Complete	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 Business As Usual. Material will be refreshed annually to keep learning up to date.
Review and redesign corporate performance reporting to align to the 23-27 Corporate plan	Eloise Howard / Cheryl Hughes	Complete	01/10/2023	Q2 - The new corporate performance reporting for Q1 was reported to Members (performance, Governance and Audit Committee 28/09/23), including Key Performance, Indicators for all new corporate plan priorities. Members gave

Title	Owner	Status	Target Completion	Commentary
				excellent feedback for this rebuild, and future performance reporting will 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	Complete	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 Corporate Leadership Team 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	Complete	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	Complete	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.

   (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: None.

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