



REPORT of CHIEF EXECUTIVE

to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
16 JANUARY 2025

ANNUAL GOVERNANCE STATEMENT ACTIONS UPDATE

1. PURPOSE OF THE REPORT

- 1.1 To update the Committee on the actions identified in the 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 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) (e.g., corporate plan, climate change)	Matt Winslow	Ongoing	01/09/2026	Quarter Two (Q2) - 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.

Title	Owner	Status	Target Completion	Commentary
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	Q2 - The Planning and Implementation department continues to respond to requests from Town and Parish Councils for subject specific briefings and Neighbourhood Plan support, including Mayland and Woodham Walter recently. The department now features as a standing item at the relaunched Maldon District Parish Forum chaired by Councillor A M Lay and had positive feedback from the meeting in Summer 2024.
Build on member induction process and training plan in collaboration with the member training and development working group	Cheryl Hughes	Ongoing	31/12/2024	Q2 - Training requirements flagged so far for 2023 / 24 have been delivered. Member training Working Group meeting November 2024 to look at annual plan for training next year.
Review governance housekeeping matters through the Performance, Governance and Audit Working Group.	Paul Dodson	Ongoing	31/03/2025	Q2 - Regular updates have been made to the governance of the Council, including recent update to reflect the appointment of the Chief Executive and to appoint him to the Returning Officer and Electoral Registration Officer (ERO) role.
Communications and roll out of whistleblowing policy and procedure	Annette Cardy	Ongoing	31/03/2025	Q2 - This action is on the BDO Audit action plan and is being progressed to ensure meets above deadline. The current policy is fit for purpose and still in use and has been communicated to all staff and is not due for review until 2026, but some amendments were suggested as part of an internal audit that will be completed but are not urgent
Delivery of finance peer review actions (tracked through SharePoint)	Naomi Lucas Cheryl Hughes	Ongoing	31/03/2025	Q2 - Action plan is separately loaded and tracked, and work continues to progress
Include e-learning to balance scorecard reporting, so that completions for staff and members is clear, particularly around governance areas such as risk management.	Eloise Howard Cheryl Hughes	Complete	01/07/2024	Q1 - BSC reporting is now in place and non-completion discussed, minuted and followed up as part of extended leadership team monthly meeting. member completion rates are also being shared by email to group leaders, and all members now have desktop shortcuts to e-learning and boxphish to improve access

4. CONCLUSION

- 4.1 The information provided gives progress updates against the key actions defined in the Annual Governance Statement.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025- 2028

- 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.

Impact on Risk (including Fraud implications) – 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.

Impact on Resources (human) – The monitoring and delivery of this item is provided within existing resources.

(iii) **Impact on the Environment** – N/A.

(iv) **Impact on Strengthening Communities** – N/A.

Background papers: None.

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