



REPORT of CHIEF EXECUTIVE

to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
20 FEBRUARY 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 (AGS).

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 AGS 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 the Council could make improvements.
- 3.2 This 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 (e.g., corporate plan, climate change)	Matt Winslow	Ongoing	01/09/2026	Q3 - Work is progressing on the Local Development Plan (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 - 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 and has had positive feedback for future agenda items. As necessary, formal letters are also being sent to help inform and advise on Neighbourhood Planning and any changes to national planning policy that may impact Parishes.
Communications and roll out of whistleblowing policy and procedure	Annette Cardy	Ongoing	30/06/2026	Q3 - In reviewing the BDO recommended amendments to the policy these are not major and can be considered as part of the next scheduled review of the fraud policies in 2026. Therefore, target date has been moved in line with this.
Delivery of finance peer review actions (tracked through SharePoint)	Ben Cookson Cheryl Hughes	Ongoing	31/03/2025	Q3 - Almost 38 of the 42 actions tracked have been marked as complete. Work continues with the open actions, such as reviewing governance arrangements and training and building capacity in staff and member groups.
Review governance housekeeping matters through the Performance, Governance and Audit (PGA) Working Group	Paul Dodson	Complete	31/03/2025	Q3 - PGA Governance Sub-group will meet as required to address upcoming governance issues as they arise.
Build on member induction process and training plan in collaboration with the member training and development working group	Cheryl Hughes	Complete	31/12/2024	Q3 - The member training working group met several times in late 2024 to confirm sessions to be held around statutory annual training and develop a training brief around scrutiny skills and development for members to provide additional training identified. The action is closed because this will be picked up as Business As Usual (BAU) work with the working group, and discussions have taken place around member training

Title	Owner	Status	Target Completion	Commentary
				requirements as minuted in these meetings, with this being progressed
Include e-learning to Balance Score Card (BSC) 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 boxfish to improve access

4. CONCLUSION

- 4.1 The information provided gives progress updates against the key actions defined in the AGS.

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.
- (iii) **Impact on Resources (human)** – The monitoring and delivery of this item is provided within existing resources.
- (iv) **Impact on Resource (Financial)** - The monitoring and delivery of this item is provided within existing resources.

Background Papers: None.

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.