



REPORT of CHIEF EXECUTIVE

to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
5 JUNE 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 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	Q4 - 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.

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	Q4 - 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 more recently. The department now features as a standing item at the relaunched Maldon District Parish and Town Council Forum and has had positive feedback for future agenda items. As necessary, formal letters are also being sent periodically to all Parish and Town Councils 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	Complete	30/06/2026	Q4 - New easy to use reporting process and template created which allows anonymous or in person reporting of suspected fraud. This is managed directly and confidentially by the Monitoring Officer who will investigate each report and take appropriate actions and start an investigation. Communications sent in One Team reminding all staff and Members to look out for and help prevent fraud and providing the link to whistleblowing policy and fraud policies to be aware of and follow and the new easy to use whistleblowing form.
Delivery of finance peer review actions (tracked through SharePoint)	Ben Cookson Cheryl Hughes	Complete	31/03/2025	Q4 - There is one outstanding action to review decision making / committee arrangements and constitution. However, given the Local Government Reorganisation, it is suggested this is closed without action due to resource efforts that may be overtaken by wider governance changes
Review governance housekeeping matters through the Performance, Governance and Audit working group	Paul Dodson	Complete	31/03/2025	Q3 – Performance, Governance and Audit Committee (PGA) Governance Sub-group continues to meet as required to address upcoming governance issues as they arise.

Title	Owner	Status	Target Completion	Commentary
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 requirements as minuted in these meetings, with this being progressed
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
- (iii) **Impact on Risk (including Fraud Implications)** – Good governance will help minimise our corporate risk for the future.
- (iv) **Impact on Resources (human)** – The monitoring and delivery of this item is provided within existing resources.
- (v) **Impact on Resource (Financial)** - The monitoring and delivery of this item is provided within existing resources.

- (vi) **Impact on Devolution / Local Government Reorganisation (LGR)** - Any governance implications of Devolution and LGR will be reviewed in the 2025 / 26 Annual Governance Statement.

Background papers: None.

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