

ANNUAL GOVERNANCE ACTION PLAN 2021/2022

Notes and key

Each action in the plan is marked with a 'traffic light' as follows:

Green	On target
Amber	Off target but action being taken to ensure delivery (where this results in a reviewed target date, this is made clear in the table)
Red	Off target and no action has yet been agreed to resolve the situation

Completed actions are marked as such in the 'Date' column and are shaded grey

This action plan contains actions from the Annual Governance Statement 2020/2021 which are coordinated and monitored by the Local Management Team.

Key to officersAccountable officer

Monitoring Officer: Susan Sale
 Chief Executive: Giles Hughes
 S.151 Officer: Elizabeth Griffiths

Responsible officer

Publica Strategic Support Officer - Risk and Compliance: Mike Butler
 Publica Business Manager for Corporate Responsibility: Claire Hughes
 Publica Business Manager for Finance: Debra Goodall
 Publica Business Manager for Insight & Intelligence: Dene Robson
 Publica Executive Director - Services Delivery: Sue Pangbourne

	Key Area of Focus	Actions	Responsible Officer	Accountable Officer	Completion due by	Progress
1. GREEN	Risk register	<p>Review the channels through which risks are escalated to the risk register to ensure the contents are always current, relevant and complete.</p> <ul style="list-style-type: none"> Review risk management policy and procedures to ensure risks are properly identified, recorded and escalated to the relevant strategic risk register as appropriate. Governance Group to carry out a quarterly review of operational risk registers to ensure that they are being appropriately populated and that emerging high level risks are being escalated to strategic/corporate register. 	<p>Publica Business Manager for Corporate Responsibility</p> <p>Publica Business Manager for Corporate Responsibility</p>	<p>Chief Executive</p> <p>Chief Executive</p>	<p>COMPLETE</p> <p>COMPLETE</p>	<p>New risk management Policy and Guidance approved by Audit and General Purposes Committee in February 2022.</p> <p>Governance Group reviewed operational risk registers in January.</p> <p>A separate Risk Group has now been established to review and share risk registers across Publica and the Councils.</p>
2. GREEN	Performance report	<ul style="list-style-type: none"> Review the KPIs measured on the performance report to ensure they reflect the Council's current priorities and concerns. 	Publica Business Manager for Insight & Intelligence	S.151 Officer	COMPLETE	<p>A review of KPIs was undertaken during Autumn 2021 and Portfolio Holders were requested to contact service managers to understand the range of data collected /available.</p> <p>A mix of new and existing KPIs have been agreed along with a new reporting style. A Prototype of the new 'dashboard' style report has been created, This new format has been agreed and was used for Q3 performance reporting to March Cabinet</p>

3. GREEN	Constitution and schemes of delegation review	<ul style="list-style-type: none"> To review and update the Council's constitution. Clarify and embed responsibility and accountability between the Council's Senior Leadership Team and Publica's Management Team. 	<p>Monitoring Officer</p> <p>Publica Executive Director - Service Delivery</p>	<p>Monitoring Officer</p> <p>Chief Executive</p>	<p>C/F to 2023/2023</p> <p>COMPLETE</p>	<p>The interim Monitoring Officer will be reviewing the Constitution, including a new process to record Councillor's declarations in line with their obligations, ready for the new Council following May Elections.</p> <p>Local Leadership Team established which includes the Lead Director for Publica.</p>
4. GREEN	Budget approvals	<ul style="list-style-type: none"> Review of approvers on our Finance system to ensure that all workflow approvals go to an appropriate person. Clarify responsibility and accountability of Publica Officers. Provide financial management training to cover budget management. 	<p>Publica Business Manager for Finance</p> <p>Publica Business Manager for Finance</p> <p>Publica Business Manager for Finance</p>	<p>S.151 Officer</p> <p>S.151 Officer</p> <p>S.151 Officer</p>	<p>C/F to 2022/2023</p> <p>C/F to 2022/2023</p> <p>COMPLETE</p>	<p>Included as part of a bigger review on Business World</p> <p>Included as part of a bigger review on Business World</p> <p>Financial management guidance included in 2022/2023 budget packs</p>

5. GREEN	Project and programme management.	Improvement of Programme Management reporting across the portfolio of Publica / Council projects focusing on the consistency, completeness and timeliness of information provided.				
		<ul style="list-style-type: none"> • New framework for project and programme management to be rolled out. • High level project risks to be escalated to Strategic/Corporate register. 	Publica Business Manager for Corporate Responsibility	Chief Executive	COMPLETE	The framework was launched in Oct 2020 and has been in use since then. The roll out of a Project Management Framework support library to support use of the framework was rolled out in October 2021.
			Publica Strategic Support Officer - Risk and Compliance	Chief Executive	COMPLETE	Monthly project updates on the project register provides a mechanism to flag that there is a new/increased project risk to raise. The Governance Group looked at a sample of project risk registers at their meeting in January 2022. A Risk Group has now been established to ensure there is a consistent approach across all Project Risk Registers.