# Annual Governance Statement– Action Plan for 2023-24

## Update January 2024

| Issue | Actions | Lead Officer | Target Date | Update |
|---|---|---|---|---|
| Update our HR and ICT Policies | Complete a review of HR and ICT policies to ensure they are fit for purpose, reflect current statutory requirements, and best practice. | Andrew Cummings | ~~December 2023~~ April 2023 | We have got a draft recruitment policy that is being circulated in the team for sign off and implementation by end of Jan. In addition, the following HR policies have been updated:<br>• Domestic Abuse Policy created, approved and live (training outstanding and in talks to arrange)<br>• Probation policy reviewed, updated and live<br>• Travel and subsistence reviewed, updated and live<br>• Managing sickness absence – reviewed, updated and live<br><br>The HR Team is currently working on the creation of some new policies and policy edits:<br>• Carers Leave<br>• Reviewing flexible working hours in light of new legislation proposed<br>• Neonatal leave<br><br>We aim to have the full review – as in each policy reviewed, updated and moved to the new policy format by end of April with any policies that need re-writing or editing in more detail to be complete by September |
| | Ensure that where appropriate HR and ICT policies are interconnected to ensure that appropriate procedures are in place concerning matters such as employee access to systems and data during periods of long term sickness absence or when the subject of disciplinary investigations. | Andrew Cummings | ~~December 2023~~ April 2023 | Maternity leave guidance and sick leave guidance to be reviewed, updated and rolled out. To include instruction re. suspension of sensitive and confidential system access. |
| | Update guidance on the use of personal devices for council business | Owen Chandler | December 2023 | Completed |

| | | | | |
|---|---|---|---|---|
| Develop our approach to project and programme management | Establish a toolkit for projects and programmes | Claire Hughes & Hannah Barton | January 2024 | Ongoing – the draft toolkit has been presented to the Corporate Governance Group for feedback and will be updated before being circulated for consultation more widely |
| | Implement a process for tracking and monitoring projects | Claire Hughes & Hannah Barton | January 2024 | Ongoing |
| | Introduce the use of Ideagen for project management | Claire Hughes & Hannah Barton | January 2024 | Ongoing |
| Risk Management | Complete a thorough review of the Corporate Risk Management Framework | Sarah Turner | ~~November 2023~~ February 2024 | Work is progressing well and is scheduled to be concluded in January/February 2024 |
| | Ensure the guidance on the Hub is updated | Sarah Turner | ~~November 2023~~ February 2024 | Note revised deadline |
| | Provide training to officers and members | Sarah Turner | ~~November 2023~~ March 2024 for Officers – Members training post election | Note revised deadline |
| | ARA to undertake follow up work for the Risk Management audit that was undertaken in 2022 and report progress on implementation to the ASC. | ARA | October 2023 | This is identified as planned for Q3 in the Audit work plan, although field work has not yet started. |
| | ARA to conclude work on the production of an Assurance Map | ARA | September 2023 | Final report received in December 2023 |
| Complete the transition of Leisure Services | Decision to be taken on the future of leisure services by CS&L Committee, S&R Committee and Full Council by July 2023 | Ange Gillingham | July 2023 | Completed |
| | Establish governance and project management arrangements for transition to preferred model of operation | Ange Gillingham | September 2023 | Completed - Governance arrangements have been agreed and are now in place |
| | Complete transfer to preferred model of operation prior to expiry of contract with current provider | Ange Gillingham | October 2024 | Ongoing |

| | | | | |
|---|---|---|---|---|
| Register of employee interests, gifts and hospitality | Introduce an annual declaration process for all staff which enables the council to hold accurate records of employee conflicts of interest, related party transactions, gifts, and hospitality | Claire Hughes | October 2023 | Completed |
| Business Continuity | Complete the review of all service business continuity plans | Claire Hughes | June 2023 | Completed |
| | Develop a corporate recovery plan | Claire Hughes | September 2023 | Completed |
| | Carry out a test of the corporate recovery plan to ensure it is fit for purpose and to learn lessons. | Claire Hughes | November 2023 | Completed |