

Annual Governance Statement– Action Plan for 2023-24

Update April 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	April 2024	<p>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.</p> <ul style="list-style-type: none"> • Domestic Abuse Policy created, approved and live (training planned initially for SLT, LMT, HR, Wellbeing Ambassadors. Phase 2 training will be for unit managers and all line managers later in the summer) • Probation policy reviewed, updated and live • Travel and subsistence reviewed, updated and live • Managing sickness absence – reviewed, updated and live <p>The HR Team is currently working on the creation of some new policies and policy edits:</p> <ul style="list-style-type: none"> • Carers Leave • Reviewing flexible working hours in light of new legislation proposed • Neonatal leave <p>HR have included a full review of HR policies in the 2024-service plan. The policies will be split across the team, based on work area, to review in terms of style language and content.</p>
	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	April 2024	<p>Completed</p> <p>Maternity leave guidance and sick leave guidance have been reviewed, updated and rolled out and include instruction re. suspension of sensitive and confidential system access.</p> <p>This is being updated now and will be ready by 31st March as detailed in the audit recommendation</p>
	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	Hannah Barton	January 2024 September 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. This work has been delayed until after the elections due to competing priorities.
	Implement a process for tracking and monitoring projects	Hannah Barton	January 2024 September 2024	This work has been delayed until after the elections due to competing priorities.
	Introduce the use of Ideagen for project management	Hannah Barton	January 2024 September 2024	Several projects are trialling the use of Ideagen as a project management tool and feedback will be collected before rolling this out more widely.
Risk Management	Complete a thorough review of the Corporate Risk Management Framework	Sarah Turner	November 2023 February 2024	Completed
	Ensure the guidance on the Hub is updated	Sarah Turner	February 2024	Completed
	Provide training to officers and members	Sarah Turner	March 2024	Officer training has been completed. Member training has been scheduled to take place after the election.
	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	Completed
	ARA to conclude work on the production of an Assurance Map	ARA	September 2023	Completed 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	Ange Gillingham	September	Completed - Governance arrangements have been agreed and are now in place

	transition to preferred model of operation		2023	
	Complete transfer to preferred model of operation prior to expiry of contract with current provider	Ange Gillingham	October 2024	Ongoing – this action runs over two years of the Annual Governance Statement so will be carried over into 2024/25 action plan.
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