

Annual Governance Statement– Action Plan for 2023-24

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	
	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	
	Update guidance on the use of personal devices for council business	Owen Chandler	December 2023	
Develop our approach to project and programme management	Establish a toolkit for projects and programmes	Claire Hughes and Hannah Barton	January 2024	
	Implement a process for tracking and monitoring projects	Claire Hughes and Hannah Barton	January 2024	
	Introduce the use of Pentana for project management	Claire Hughes and Hannah Barton	January 2024	
Risk Management	Complete a thorough review of the Corporate Risk Management Framework	Sarah Turner	November 2023	
	Ensure the guidance on the Hub is updated	Sarah Turner	November 2023	
	Provide training to officers and members	Sarah Turner	November 2023	
	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	
	ARA to conclude work on the production of an Assurance Map	ARA	September 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	
	Establish governance and project management arrangements for transition to preferred model of operation	Ange Gillingham	September 2023	
	Complete transfer to preferred model of operation prior to expiry of contract with current provider	Ange Gillingham	October 2024	
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	
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	
	Carry out a test of the corporate recovery plan to ensure it is fit for purpose and to learn lessons.	Claire Hughes	November 2023	