

**SMDC ANNUAL GOVERNANCE STATEMENT 2017/18 – ACTION PLAN**

Ref.	Supporting Principles	Examples of systems, processes, documentation & other evidence demonstrating compliance	Action/Assurance required	Responsibility	Timescale / Priority	Position @ 31/12/18
CP1.7	Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values.	Appraisal processes take account of values and ethical behaviour  Staff appointments policy  Procurement policy	Recruitment policy under review completion sept 2018	OD & Transformation Manager	31/12/18	The recruitment policy has been implemented and is available via the intranet.
CP2.4	Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/course of action.	Community strategy  Use of consultation feedback  Citizen survey	Ensure the (Implications) consultation section of reports is completed consistently and complies with the Council's consultation policy/strategy.	Democratic & Community Services Manager	31/03/19	Training for managers is planned as part of the introduction of the report writing module of the Modern Gov system.
CP2.6	Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively.	Database of stakeholders with whom the authority should engage and for what purpose and a record of an assessment of the effectiveness of any changes	Consider embedding into the Councils performance management process.	Democratic & Community Services Manager	31/03/19	A system for embedding partnership effectiveness in the performance management system has been designed and will be in place for 2019/20.
CP2.10	Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs.	Communications strategy  Joint strategic needs assessment	Update the district profile, undertake further research and add to the intranet as a resource for managers.	Democratic & Community Services Manager	31/03/19	This information is included in the Ward Data area of the intranet.

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CP3.1	Having a clear vision which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators which provides the basis for the organisation's overall strategy, planning and other decisions	Vision used as a basis for corporate and service planning	Publication of refreshed Corporate Plan 2015-2019 after Council approval in July 2018.	Information Business Partner	31/03/19	Action Completed. Revised Corporate Plan available on intranet and publicised through Core Brief.
CP3.9	Ensuring fair access to services	Protocols ensure fair access and statutory guidance is followed	Ensure equality issues are consistently considered and reported integrated into the Modern Gov system.	Democratic & Community Services Manager	31/03/19	Equality Impact Assessments have been integrated into the report writing module of Modern Gov.
CP4.5	Considering and monitoring risks facing each partner when working collaboratively including shared risks	Partnership framework Risk management protocol	Consider embedding into the Councils performance management process	Democratic & Community Services Manager	31/03/19	A system for embedding partnership risks in the performance management system has been designed and will be in place for 2019/20.
CP4.14	Ensuring the achievement of "social value" through service planning and commissioning. The Public Services (Social Value) Act 2012 states that this is "the additional benefit to the community...over and above the direct purchasing of goods, services and outcomes"	Service plans demonstrate consideration of "social value" Achievement of "social value" is monitored and reported upon	New Procurement Strategy to be presented during 2018 – this will be considered within the report.	Finance & Procurement Manager	31/12/18	Procurement Strategy now due for presentation during 2019 which will include reference and if deemed applicable defined processes in relation to Social Value.

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CP5.6	Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body.	Scheme of delegation reviewed at least annually in the light of legal and organisational changes.  Standing orders and financial regulations which are reviewed on a regular basis.	Revised delegations being drafted.	Democratic & Community Services Manager	31/03/19	Delegations will be updated following amendments to the management structure.
CP6.2	Implementing robust and integral risk management arrangements and ensuring that they are working effectively.	Risk management strategy/policy formally approved and adopted and reviewed and updated on a regular basis.	Review in Feb 2019	Information Business Partner	31/03/19	Risk Management Strategy is due to be reviewed by end of Feb 2019. On target.
CP6.10	Evaluating and monitoring the authority's risk management and internal control on a regular basis	Risk management strategy/policy has been formally approved and adopted and is reviewed and updated on a regular basis	Review in Feb 2019	Information Business Partner	31/03/19	Risk Management Strategy is due to be reviewed by end of Feb 2019. On target
CP6.11	Ensuring effective counter fraud and anti-corruption arrangements are in place	Compliance with the Code of Practice on Managing the Risk of Fraud and Corruption (CIPFA 2014)	Relevant Policies in place, further work ongoing.	Audit Manager	31/03/19	Further work ongoing in tandem with PSIAS action plan.

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	Significant governance issues identified in 2017/18 Annual Governance Statement.	There is an imminent change in the operation model for the Council's waste collection, street cleansing and grounds maintenance services.	The new company arrangements will continue to be developed and implemented with the Waste Collection and Fleet Management tranche taking place in July 2018.	Executive Director (Transformation)	31/03/19	The Waste Collection & Fleet Management transfers are now complete. The next and final tranche (street cleansing and grounds maintenance) will take place in April 2019 – the governance arrangements will be subject to audit during 2019/20