

CHESTERFIELD BOROUGH COUNCIL – ANNUAL GOVERNANCE STATEMENT 2017/18
ACTION PLAN - PROGRESS AS AT THE END OF JANUARY 2019

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| | Governance Issue | Action Proposed | | | | Progress at end January 2019 |
|---|--|--|---------|--|----------|--|
| | | Description | By Date | Officer | Priority | |
| 1 | Budget – There are future budget gaps in relation to the general fund and HRA as identified in the Medium Term Financial Plan 2018/19 – 2022/23. | <p>Need to continue to closely manage the Medium Term Financial Plan to ensure that the Council remains of sound financial standing, and to support decisions on the alignment of budgets to enable delivery of the Council's corporate plan for the period 2015-2019. This will be achieved through the established mechanisms for financial planning and reporting:-</p> <ul style="list-style-type: none"> • Finance and Performance Board • Corporate Cabinet and CMT meetings • Monthly budget monitoring reports to Service Managers • Quarterly budget monitoring reports to the Council, Cabinet and Scrutiny Forum • Quarterly finance meetings with AD budget holders <p>Further savings and income generation plans are in the process of being developed.</p> | Ongoing | Members / SLT / CMT Director of Finance and Resources | H | The Council is forecast to balance the General Fund for 2018/19 with a £0 outturn. The MTFP (5yr) from 2019/20 shows a £280k deficit rising to £1.3m by 2023/24. There is a requirement for £1m in IT transformation savings by 2023/24 otherwise the deficit will be £2.3m. The HRA Business Plan currently being drafted is expected to show a balanced (surplus) HRA account for 2018/19 and over the 5 year medium term. |

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| 2 | Data Protection – work is required to ensure that the Council will be able to comply with the new European Data Protection Regulations that come in to force from May 2018. | Progress against the GDPR action plan will be closely monitored and corrective action taken if necessary. | End May 2018 and ongoing via ICT Improvement Programme | Assistant Director - Customers, Commissioning and Change | H | The GDPR action plan has been implemented, ensuring the Council is able to comply with new regulations. An information assurance risk register is in place which details outstanding information assurance risks and the mitigating actions which are being undertaken by the council to reduce / remove risks |

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| 3 | Information Technology - The Council's IT infrastructure is in need of investment to ensure that it is fit for purpose and can successfully support the Council's transformation projects. | The Council needs to monitor progress against the approved 3 year improvement plan. | Plan over 3 year period | Assistant Director - Customers, Commissioning and Change | H | <p>The Council has improved investment in ICT and has transferred the service to in house delivery from 18 October 2018.</p> <p>The Council is on target to achieve the outcomes which were set for delivery in 2018, namely improving theatre box office service levels, increasing skills and knowledge within ICT, increasing infrastructure resilience, achieving Cyber Essentials + and delivering the 1st end to end digital processes. There is some slippage in the number of digital processes which will be implemented in 2018 and the position will be recovered during 2019. Project and Executive Boards are in place to monitor progress and performance.</p> |

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| 4 | <p>Non Housing Property Repairs – The previous 10 year plan has not been adhered to, monitored for completion or adjusted as a result of condition surveys. The first dozen assets have now been assessed for condition and costed for capital and revenue works required. This issue has been carried forward from 2015/16.</p> | <p>The Council's partner will undertake further work to assess the condition of the remaining Council's assets and build the work required in to capital and revenue plans. The next tranche of assets has been identified for review.</p> | <p>March 2019</p> | <p>Director of Finance and Resources</p> | <p>H</p> | <p>A second tranche of 8 Council assets (the first covered 11 assets) is currently being reviewed by Kier. Only large assets owned by the Council are being assessed. The risk to the Council is that a large number of assets will require substantial future property repairs spend currently unbudgeted. As the costs become clearer decisions will be required to rationalise poor quality assets, increase contribution to the property repairs fund or to borrow for major capital repairs.</p> |

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| 5 | <p>Health and Safety - There has been a lack of corporate capacity to ensure that health and safety arrangements are fit for purpose. This has been compounded by the departure of the Health and Wellbeing Manager and continuing asbestos work. This issue has been carried forward from 2016/17.</p> | <p>A new Health and Wellbeing Manager has been appointed from April 2018. A revised staffing structure and an action plan with resource requirements have been developed in consultation with health and safety representatives. Progress against the action plan will be monitored by the Corporate Leadership team and the Standards and Audit Committee.</p> | <p>Regular monitoring of plan</p> | <p>Assistant Director - Health and Wellbeing/ Executive Director / Standards and Audit Committee.</p> | <p>H</p> | <p>A corporate health and safety recovery plan was established to focus efforts on tackling the issues that were referenced within the audit report. Progress on all areas has been good, resulting in all areas being classified as either green or amber on the associated RAG rating. A number of areas have been completed in full with the remaining seeing good progress made in ensuring compliance. This has been an extensive undertaking but all involved have shown real collaboration to tackle this issue.</p> |

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| 6 | <p>Procurement – A recent audit identified that there is no approved strategy in place and there has been no training for officers. The procurement process requires improvement from start to finish, from identifying the procurement need through to the letting and management of the contract so the council can demonstrate that the tendering and letting of contracts is in line with EU Regulations, Financial Regulations and Standing Orders. The Council should also take steps to comply with the government transparency code (details of contracts over £5,000 to be published).</p> | <p>Training will be provided to key officers as a matter of urgency.</p> <p>The Council will compile a comprehensive contracts register and publish this on its website.</p> <p>The procurement Strategy will be approved and publicised.</p> <p>The Council intends to undertake a full review of its means of procuring in 2018/19.</p> | <p>June 18</p> <p>June 18</p> <p>Dec 18</p> <p>March 19</p> | <p>Assistant Director - Customers, Commissioning and Change</p> | <p>H</p> | <p>The Council is looking to extend its procurement contract with the NHS for at least 2019/20. Other options will be explored in 2019 if the NHS contract is not VFM. Contract discussions are ongoing hopefully for completion in early 2019. The NHS service has been slowly improving as it recruits to new posts and resolves service issues. The contract is principally for large OJEU procurements only. The Council's contract registers are nearing completion. A lot more work is still needed to get procurement into the right place. This will take place in 2019.</p> |

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| 7 | Workforce Capacity – Ongoing budget challenges and service demands mean that the Council will continue to need to manage workforce capacity. | Workforce capacity needs to be managed and reviewed regularly. | Ongoing | Corporate Mgmt Team / HR | H | SLT and CMT review the impact of new workloads and projects to determine priorities and direct resources. Vacancy control processes are in place, allowing the Council to review and determine whether vacancies should be filled. Individual performance, capacity and capability is closely monitored through the half yearly performance reviews and training and development plans are in place to address capability gaps. A ‘people’ plan, which is aligned to the workforce strategy is being developed and will be implemented in 2019/20. |

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| 8 | The Performance Monitoring framework requires embedding | Work will concentrate on improving the thread from the Council Plan to service plans. This relies on Service Plans being produced. More measurable PI's will be introduced and reported upon. | March 19 | Assistant Director - Policy and Communications | M | Vast improvement for 2018/19 with 6/7 service plans being received. Plans include improvements to performance indicators and projects which has supported increased information and challenge via Finance and Performance Board and Scrutiny. Further improvements planned to coincide with new Council Plan and Performance Management Framework 2019 – 2023. |
| 9 | Monitoring arrangements for partnerships require review and update. | The Partnership Strategy requires review. This activity has been paused due to the complexity and pace of change in partnership arrangements at the moment. Horizon scanning activity has been taking place with the political and officer leadership teams to identify next steps. | March 19 | Assistant Director - Policy and Communications | M | Draft partnership guidance / protocol has been developed and is currently out for consultation with SLT/CMT and relevant managers. This includes new arrangements for considering partnership arrangements including concerns and resource requests at Finance and Performance Board. New arrangements will be in place for 2019/20. |