

CHESTERFIELD BOROUGH COUNCIL – ANNUAL GOVERNANCE STATEMENT 2017/18 ACTION PLAN

	Governance Issue	Action Proposed				Annual Governance Statement	
		Description	By Date	Officer	Priority	Yes	No
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>	On going	Members / CE / Executive Directors/ Director of Finance and Resources	H	√	

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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	√	
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	√	
4	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.	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.	March 2019	Director of Finance and Resources	H	√	

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5	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.	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.	Regular monitoring of plan	Assistant Director - Health and Wellbeing/ Executive Director / Standards and Audit Committee.	H	√	

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6	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).	Training will be provided to key officers as a matter of urgency. The Council will compile a comprehensive contracts register and publish this on its website. The procurement Strategy will be approved and publicised. The Council intends to undertake a full review of its means of procuring in 2018/19.	June 18 June 18 Dec 18 March 19	Assistant Director - Customers, Commissioning and Change	H	√	
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 Management Team	H	√	

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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		√
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		√