

CHESTERFIELD BOROUGH COUNCIL – ANNUAL GOVERNANCE STATEMENT 2019/20 ACTION PLAN

	Governance Issue	Action Proposed				Annual Governance Statement	
		Description	By Date	Officer	Priority	Yes	No
1	<p>Budget – many budget risks continue from previous years: -</p> <ul style="list-style-type: none"> • Business rate appeals • ICT savings not being delivered • The outcome of the Governments Fair Funding and changes to business rate funding is still not clear • Staffing cost pressures • Escalating energy prices and general cost inflation • Achieving income targets for rents, fees, charges and interest • Delivering required budget savings 	<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.</p> <p>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 workshops • Monthly budget monitoring reports to service managers • Quarterly budget monitoring reports to the Council, Cabinet and Scrutiny Forum • Regular dialogue with the trade unions <p>An action plan to balance deficits from 2021/22 was presented to Cabinet and</p>	End March 21 / monthly monitoring	Acting Chief Finance Officer	H	√	

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		prepared is by June 2020, which will contain recommendations for consideration by stakeholders. This is however; dependant on Officer availability to complete this work due to the demands on resources as a result of the COVID 19 virus.					
3	<p>Workforce Capacity and capability – Ongoing budget challenges and service demands mean that the Council will need continue to manage workforce capacity and capability.</p> <p>There is still a capacity issue at SLT/CMT level although there are interim arrangements in place to cover vacant posts.</p>	<p>The people plan 2019 – 23 will start to be implemented, this aims to develop great leaders, manage change well, develop capacity and skills, support employee wellbeing and promote recognition and reward.</p> <p>The Corporate Management Team structure review will be completed.</p> <p>Vacancy control processes will continue to be followed ensuring that service demands can be met whilst managing budget. This will be managed together with a renewed Voluntary Redundancy</p>	<p>End March 21</p> <p>Autumn 20</p> <p>Complete</p> <p>January 2021</p>	Chief Executive, CMT	H	√	

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		Programme, as set out in the savings action plan.					
4	ICT – The ICT improvement plan is in the process of implementation. Until completion there is still the risk that the Council’s IT systems are not fully fit for purpose or that savings identified will not be achieved.	Progress against the improvement plan and savings achieved will continue to be monitored on a regular basis.	Monitoring on a quarterly basis	Assistant Director – Customers, Commissioning and Change	M		√
5	Health and Safety – Good progress has been made on the recovery plan however capacity issues remain that need addressing to ensure that a comprehensive corporate function is provided.	A resource proposal is being developed that will enable an enhanced corporate health and safety service within CBC. Good practice will become more embedded and a mature culture developed.	December 2020	Assistant Director – Health and Wellbeing	M		√
6	Procurement – much work has been undertaken to improve the procedures and processes in place and to develop a	Liaison will continue with service teams to identify any supply that is not compliant and remedial action will be taken.	Ongoing	Assistant Director – Customers,	M		√

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	comprehensive contracts register. However, some historic contracts still exist, mandatory training is in the process of being developed and a strategy has not been adopted. High value contracts are considered compliant and have in most instances involved the CBC legal team and procurement.	<p>Mandatory training requirements will be finalised and rolled out.</p> <p>The contract with the NHS procurement team has been extended to allow for the retendering of the procurement service.</p> <p>A procurement strategy will be adopted.</p>	<p>TBC</p> <p>Complete</p> <p>March 2021</p>	Commissioning and Change			
7	<p>Project and programme management / decision making / governance processes.</p> <p>As the Councils ambitions have developed and increasing numbers of projects have been started, governance arrangements to ensure effective project management have not been implemented consistently across the Council.</p>	<p>A Corporate Project Management Framework has been produced and approved through the appropriate governance arrangements.</p> <p>The Framework provides strategic direction, processes, governance and tools to support the corporate development and management of projects across the Council.</p> <p>The Corporate Project Management</p>	<p>Complete</p> <p>May 20</p>	CMT	H	√	

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		Framework will be implemented and go live from May 2020					