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

Governance Issue	Action Proposed overnance Issue				Annual Governance Statement	
	Description	By Date	Officer	Priorit v	Yes	No
 Budget - many budget risks continue from previous years: - 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 	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. This will be achieved through the established mechanisms for financial planning and reporting: • 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 An action plan to balance deficits from	End March 21 / monthly monitoring	Acting Chief Finance Officer	H	✓	
	Budget - many budget risks continue from previous years: - • 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	Budget – many budget risks continue from previous years: - 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 About the 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. This will be achieved through the established mechanisms for financial planning and reporting: 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	Budget – many budget risks continue from previous years: - 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 End March 21 / monthly monitoring financial standing, and to support decisions on the alignment of budgets to enable delivery of the Council's corporate plan. This will be achieved through the established mechanisms for financial planning and reporting: Staffing cost pressures Escalating energy prices and general cost inflation Achieving income targets for rents, fees, charges and interest Delivering required budget savings Achieving required budget savings Achieving income targets for rents, fees, charges and interest Regular dialogue with the trade unions An action plan to balance deficits from	Budget – many budget risks continue from previous years: - • 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 Peed 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. This will be achieved through the established mechanisms for financial planning and reporting: • Finance of the Council's corporate plan. This will be achieved through the established mechanisms for financial planning and reporting: • Finance of 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 An action plan to balance deficits from	Budget – many budget risks continue from previous years: - • 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 By Date Officer Priorit y Need to continue to closely manage the Medium Term Financial Plan to ensure Medium Term Financial Plan to ensure Hedium Term Financial Plan to ensure Finance and support decisions on the alignment of budgets to enable delivery of the Council's corporate plan. This will be achieved through the established mechanisms for financial planning and reporting: • 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 An action plan to balance deficits from	Governance Issue Description By Date Officer Priorit Yes

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		Council in February 20. Each element of this action plan must be delivered during the next 12 months to ensure a balanced medium term forecast over the full 5 years of the MTFP.			У		
2	Non Housing Property Repairs – Contributions to the property repairs fund by the council's properties such as the town hall do not match the maintenance plans that have been drawn up. Future property repairs anticipated spend is unlikely to be covered by existing budgets. Large major items (lifts etc.) don't form part of the current contributions as they are funded from capital.	The Council's Asset Management Group are reviewing the whole of Non – Housing property repairs to ascertain the complete picture for future maintenance plans and repairs budget requirements. 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. Options for funding of the works will be required and progressed through the appropriate governance structure. This work is being taken forward as a	End April 20 June 20	Executive Director	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	Workforce Capacity and capability – Ongoing budget challenges and service demands mean that the Council will need continue to manage workforce capacity and capability.	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.	End March 21	Chief Executive, CMT	Н	√	
	There is still a capacity issue at SLT/CMT level although there are interim arrangements in place to	The Corporate Management Team structure review will be completed.	Autumn 20				
	cover vacant posts.	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	Complete January 2021				

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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 – Customer s, Commissi oning 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 – Customer s,	М		√

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

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	Framework will be implemented and go					
	live from May 2020					