

## 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"> <li>• Business rate appeals</li> <li>• ICT savings not being delivered</li> <li>• The outcome of the Governments Fair Funding and changes to business rate funding is still not clear</li> <li>• Staffing cost pressures</li> <li>• Escalating energy prices and general cost inflation</li> <li>• Achieving income targets for rents, fees, charges and interest</li> <li>• Delivering required budget savings</li> <li>• Additional costs, unachieved savings targets and income reduction in terms of COVID-19 that</li> </ul>	<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"> <li>• Finance and Performance Board</li> <li>• Corporate Cabinet and CMT workshops</li> <li>• Monthly budget monitoring reports to service managers</li> <li>• Quarterly budget monitoring reports to the Council, Cabinet and Scrutiny Forum</li> <li>• Regular dialogue with the trade unions</li> <li>• Due to COVID -19 an additional full budget review in June 2020 to</li> </ul>	End March 2021 / monthly monitoring	Acting Chief Finance Officer	H	√	

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	<p>may not be fully reimbursed by central government</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>identify savings / non essential areas of spend, income opportunities</p> <ul style="list-style-type: none"> <li>• Looking at how to increase the income levels of services such as venues and leisure centres</li> </ul> <p>An action plan to balance deficits from 2021/22 was presented to Cabinet and Council in February 2020. 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.</p> <ul style="list-style-type: none"> <li>•</li> </ul>					
2	<p>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.</p>	<p>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.</p> <p>As the costs become clearer decisions will be required to rationalise poor</p>	September 2020	Executive Director	H	√	

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	Large major items (lifts etc.) don't form part of the current contributions as they are funded from capital.	<p>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.</p> <p>This work is being taken forward as a priority and the target for a report being prepared is by September 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.</p>	September 2020				
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 2021	Chief Executive, CMT	H	√	

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	<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 impact of COVID 19 will have further exacerbated this situation and some projects may need to be deferred.</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 Programme, as set out in the savings action plan.</p> <p>The timescales of projects will be reviewed and adjusted accordingly</p>	<p>Autumn 2020</p> <p>Complete</p> <p>January 2021</p>				
4	<p>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.</p>	<p>Progress against the improvement plan and savings achieved will continue to be monitored on a regular basis.</p>	<p>Monitoring on a quarterly basis</p>	<p>Assistant Director – Customers, Commissioning and Change</p>	M		√

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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.	<p>A resource proposal is being developed that will enable an enhanced corporate health and safety service within CBC.</p> <p>Good practice will become more embedded and a mature culture developed.</p>	December 2020	Assistant Director – Health and Wellbeing	M		√
6	<p>Procurement – work has been undertaken to improve the procedures and processes in place however an inadequate internal audit report has recently been issued for the following main reasons:-</p> <ul style="list-style-type: none"> <li>• There is a contracts register in place but this is not up to date or fully accurate.</li> <li>• The procurement plan is not comprehensive.</li> </ul>	<p>The format of the contracts register will be reviewed and the register will be brought up to date.</p> <p>The contracts register will be used to produce a comprehensive procurement plan.</p>	<p>March 2021</p> <p>March 2021</p>	Assistant Director – Customers, Commissioning and Change	H	√	

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	<ul style="list-style-type: none"> <li>The agreement with the NHS is due to end at the end of September 2020 and a procurement exercise needs to take place</li> <li>Some historic contracts still exist.</li> <li>Training modules have been developed but very few staff have completed these.</li> <li>A draft strategy has been written but has not yet been approved or adopted.</li> </ul>	<p>The contract with the NHS procurement team has been extended to allow for the retendering of the procurement service.</p> <p>Liaison will continue with service teams to identify any supply that is not compliant and remedial action will be taken.</p> <p>Mandatory training requirements will be finalised and rolled out.</p> <p>A procurement strategy will be adopted.</p>	<p>Ongoing</p> <p>March 2021</p> <p>March 2021</p>				
7	<p>Project and programme management / decision making / governance processes.</p> <p>As the Councils ambitions have developed and increasing</p>	<p>A Corporate Project Management Framework has been produced and approved through the appropriate governance arrangements.</p> <p>The Framework provides strategic</p>	Complete	CMT	H	√	

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	numbers of projects have been started, governance arrangements to ensure effective project management have not been implemented consistently across the Council.	<p>direction, processes, governance and tools to support the corporate development and management of projects across the Council.</p> <p>The Corporate Project Management Framework will be implemented and go live from August 2020</p>	August 2020				
8	<p>COVID-19 - Coronavirus was categorised as a pandemic by the World Health Organisation on 11 March 2020. The challenge to the Council was how to continue to provide essential services to residents. The Council's Business Continuity Plan was utilised to focus efforts on the highest prioritised areas. Staff were enabled to work from home and redeployed where possible to help provide essential services. Urgent changes were made to</p>	<p>Whilst every indication is that the implementation of the Council's business continuity plans was successful, a full exercise will be undertaken to identify any lessons learnt that can be implemented in the future.</p> <p>The Council's budgets will need to be revisited as not only has there been an increase in expenditure but also a substantial loss of income.</p>	March 2021	CMT	H	√	

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	<p>the Council's delegation scheme to enable decisions to be made when physical meetings were not possible and then for meetings and decisions to be made remotely.</p> <p>Another challenge moving forward will be the safe re-opening of services such as car parks, leisure centres and the venues. These include the health and safety of staff and customers.</p>	<p>Risk assessments will be undertaken in line with government guidelines.</p>					