

CHESTERFIELD BOROUGH COUNCIL – ANNUAL GOVERNANCE STATEMENT 2013/14**ACTION PLAN**

Objective No. / Area of Assurance	Governance Issue	Action Proposed				To be Included in Published Annual Governance Statement	
		Description	By Date	Officer	Priority	Yes	No
1.A.1	Model of Constitution to be modernised.	Following completion of review by the joint member / officer working group, adopt new model of Constitution to improve accessibility and ease of use.	31/7/14	Head of Governance	M		✓
1.B.3	Implementing actions to address the forecast deficits. Other budget risks such as the continuing impacts of the economic climate on key income streams and investment returns.	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 2012-2015. This will be achieved through the established mechanisms of the Council's Financial Planning Group, CMT/Executive Member Budget workshops and Risk Management Group, and through the preparation of quarterly monitoring reports to the Council's Cabinet and Scrutiny Forum. Regular dialogue with Regional Trade Union Official will take place.	01/03/15	Members / CE / HoS	H	✓	
1.B.5 & 2.A.10	The External Communications Strategy needs to be finalised and approved.	Refresh External Communications Strategy.	31/03/15	Head of BT	M		✓

Appendix 4

Objective No. / Area of Assurance	Governance Issue	Action Proposed				To be Included in Published Annual Governance Statement	
		Description	By Date	Officer	Priority	Yes	No
1.D.5 & 2.A.1	Performance / Risk Management monitoring arrangements for partnerships.	Partnership Strategy to be reviewed in 2014/15 and significant partnerships re-assessed	31/03/15	Head of BT	M		✓
2.A.6	Examination of Corporate Risk Register	Refresher training in risk management to officers and members should be provided	31/12/14	Head of Finance	M		✓
3.A.2 & 3.A.8	Need to complete review of Contract Procedure Rules and organise training for relevant officers and members on these and Procurement Strategy. Procedures for the management of Contractors to be strengthened.	Contract Procedure Rules have been drafted as part of the new Constitution for approval by full council in July 14. Officer / member training will be arranged following this. The procurement strategy will be reviewed and updated. Training to be provided to strengthen the arrangements for the management of contractors.	30/09/14	Head of Governance/Head of B T	H	✓	
3.A.3	The Whistle blowing policy was last reviewed in 2010	The whistle blowing policy should be reviewed and updated	31/03/2015	Head of HR	M		✓

Key:

H of B T

Head of Business Transformation

H o S

Heads of Service

CE

Chief Executive

Priority: H = High, M = Medium, L = Low