

Governance Assurance Statement Action Plan – Backward Looking

Action Description	Evidenced by	Due
The corporate plan to be kept up to date and any necessary update is published	Corporate plan has been revised and is up to date and published on the website	31/03/16
The Constitution and Code of Conduct are subject to an annual review and updated where applicable	The constitution has been changed to reflect legislative and organisational change and amendments agreed by Council	31/03/16
Business Plans prepared and published for each division	Business plans for the forthcoming year completed and returned to Corporate Services.	31/03/16
Quarterly performance reports all reviewed by Cabinet and Scrutiny.	Performance reports published on the website.	31/03/16
	Performance reports reviewed by Cabinet and Scrutiny as per minutes published on the Website.	31/03/16
Audit reports reviewed quarterly by Governance Committee and follow up reviews undertaken where the audit review show the expected levels of assurance had not been achieved.	Actions in Audit reports followed up	31/03/16
	Quarterly audit reports all reviewed by Governance Committee	31/03/16
Standards Committee have received quarterly reports on the progress of formal service complaints against the Council and lessons learned from those complaints.	Standards committee review progress on all formal complaints at least half yearly. Reports published on website.	31/03/16
Alleged breaches of the Members' Code of Conduct by District, Town and Parish Councillors are considered by the Monitoring Officer in a timely manner	Breaches of the Member Code of Conduct have been considered by the Monitoring Officer in consultation with the Independent Person throughout the year.	31/03/16
Audit undertakes their annual review of the effectiveness of systems of internal control.	Audit have undertaken their annual review of the system of internal control and the results are built in to their annual report	31/03/16
All digital service reviews that are planned are undertaken	Digital service reviews were held during the year as planned and changes implemented.	31/03/16
The actions brought by property search companies are carefully managed and addressed	Land charges actions carefully managed and addressed.	31/03/16
Governance Framework reviewed and any amendments approved.	All amendments approved	31/03/16
The provision for clawback of MMI insurance claims is reviewed and is adequate	MMI provision is as per the MMI annual statement	31/03/16

Action Description	Evidenced by	Due
Employee Code of Conduct Developed	Employee code of conduct is being developed as part of revised Conditions of Service and Statement of Particulars for consideration by the General Purposes in 2016/16	Ongoing
Officer Training Plan Developed	Corporate Training Needs agreed and in use	31/03/16
Safeguarding Children	Training to be provided for all staff.	25/09/15
Corporate Information Governance	Development of corporate information and security governance policies for East Kent	31/03/16
Audit Panel	At the Governance Committee on 3 December 2015, it was resolved that the Council would opt in to the sector lead approach in accordance with the Local Audit (Appointing Person) Regulations 2015. The Council will be asked to approve this approach during 2016/17.	31/12/15