

### Governance Assurance Statement Action Plan – Update

Action Description	Evidenced by	At 1 March 18
The corporate plan to be been kept up to date and any necessary update is published	Corporate plan is up to date and published on the website	Yes - Full review after 2019 elections
The Constitution and Code of Conduct are subject to an annual review and updated where applicable	The constitution has been reviewed and changes and amendments are agreed by the Governance Committee and Council	Completed for 2017/18 Report to Governance Committee on 8 March 2018
Business Plans prepared and published for each division	Business plans for the forthcoming year completed and returned to Corporate Services.	2018/19 Business Plans are currently being completed by each service
Quarterly performance reports all reviewed by Cabinet and Scrutiny.	Performance reports published on the website.	Yes published on the DDC website – Performance Monitoring
	Performance reports reviewed by Cabinet and Scrutiny as per minutes published on the Website.	Q1 to Q3 for 2017/18 have been considered by Cabinet and Scrutiny (P&P)
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.	Agreed high risk recommendations following audit reviews are followed up in a timely manner by management	Yes. One high risk recommendation was reported as outstanding by EKAP on 7 December 2017. This related to Garden Waste and Recycling Income being reconciled. Budget monitoring is carried out quarterly but the audit follow up found that it wasn't reconciled at the end of quarter 1, this was due to be completed at the end of quarter 2.
	Quarterly audit reports covering audit reviews and follow up reviews are received by Governance Committee	Yes. Received each quarter by the Governance Committee in 2017/18
Governance Committee have received reports on the progress of formal service complaints against the Council and lessons learned from those complaints.	Governance committee review progress on all formal service complaints at least half yearly. Reports published on website.	Yes. Report to Governance Committee on 8 March 2018.

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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 throughout the year.	Yes. All complaints are considered by the Monitoring Officer in a timely manner
Audit undertake their annual review of the effectiveness of systems of internal control.	Audit have completed their annual review of the system of internal control and the results are built in to their annual report	Yes, Report included as part of the Annual Internal Audit Report to Governance Committee on 29 June 2017
Governance Framework reviewed and any amendments approved.	All amendments approved by the Governance Committee and Council.	No changes to the Corporate Governance Local Code since its adoption by Governance Committee on 29 June 2017 and Council on 19 July 2017
The provision for clawback of MMI insurance claims is reviewed and is adequate.	MMI provision is as per the MMI annual statement	Provision remains adequate.
Officer Training Plan Developed	<p>Corporate Training Needs agreed and training plan delivered.</p> <p>ILM Training delivered for middle and senior management</p> <p>Induction Training for new starters.</p>	<p>A detailed Corporate Training Plan was produced for 2017/18 and a updated plan for 2018/19 is being developed alongside a detailed review of the Council's workforce strategy and succession planning.</p> <p>Institute of Learning and Management levels 3 and 5 – training delivered. 10 staff have attained their award standard qualification, whilst the remaining students have recently submitted their coursework for the Spring 2018 assessment.</p> <p>Induction training continues to be delivered for all new starters.</p>

Action Description	Evidenced by	At 1 March 18
Corporate Information Governance	Periodic review of the corporate information and security governance framework and policies for East Kent.	The East Kent Information Governance Group continues to meet quarterly and reviews recent incidents and as and when required makes suggested changes to enhance the corporate information governance and security framework
Apprenticeship Levy	Compliance with the new Government requirements, including procurement of appropriate training for new apprentices.	The Council is registered with GOV.UK and has procured the relevant training and is managing and developing its 7 apprentices.