

### Governance Assurance Statement Action Plan – Backward Looking

Action Description	Evidenced by	Completed
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	31/03/19
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	31/03/19
Business Plans prepared and published for each division	Business plans for the forthcoming year completed and returned to Corporate Services.	31/03/19
Quarterly performance reports all reviewed by Cabinet and Scrutiny.	Performance reports published on the website.	31/03/19
	Performance reports reviewed by Cabinet and Scrutiny as per minutes published on the Website.	31/03/19
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	31/03/19
	Quarterly audit reports covering audit reviews and follow up reviews are received by Governance Committee	31/03/19
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.	31/03/19
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.	31/03/19
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	31/03/19
Governance Framework reviewed and any amendments approved.	All amendments approved by the Governance Committee and Council.	31/03/19
The provision for clawback of MMI insurance claims is reviewed and is adequate.	MMI provision is as per the MMI annual statement	31/03/19
Officer Training Plan Developed	Corporate Training Needs agreed and training plan delivered.	31/03/19
	ILM Training delivered for middle and senior management	
	Induction Training for new starters.	

Action Description	Evidenced by	Completed
Corporate Information Governance	Periodic review of the corporate information and security governance framework and policies for East Kent.	31/03/19
Apprenticeship Levy	Compliance with the new Government requirements, including procurement of appropriate training for new apprentices.	31/03/19
General Data Protection Regulations (GDPR)	Generic and service specific privacy notices are published on the Council's website	31/05/18
	Information Asset Registers and Retention Schedules are in place for all services	30/09/18