

Governance Assurance Statement Action Plan – Backward Looking

Action Description	Evidenced by	Completed
The Corporate Plan to be reviewed following the District Council Elections in May 2019.	New Corporate Plan prepared and published on the website	31/03/20
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 agreed by the Governance Committee and Council	31/03/20
Business Plans prepared and published for each division	Business plans for the forthcoming year completed and returned to Corporate Services.	31/03/20
Quarterly performance reports all reviewed by Cabinet and Scrutiny.	Performance reports published on the website.	31/03/20
	Performance reports reviewed by Cabinet and Scrutiny as per minutes published on the Website.	31/03/20
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	31/03/20
	Quarterly audit reports covering audit reviews and follow up reviews have been received by Governance Committee	31/03/20
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.	31/03/20
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.	31/03/20
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	31/03/20
Governance Framework reviewed and any amendments approved.	No changes during 19/20. All further amendments will be approved by the Governance Committee and Council.	31/03/20
The provision for clawback of MMI insurance claims is reviewed and is adequate.	MMI provision is as per the MMI annual statement	31/03/20

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Officer Training Plan Developed	<p>Corporate Training Needs agreed and training plan delivered, in particular cyber and information security training rolled out to all staff during 19/20.</p> <p>A new Learning & Development Framework has been offered through EKHR. As part of this, the Council has entered into a partnership with Folkestone & Hythe District Council for the delivery of training within the framework. This work continues.</p> <p>Induction Training continues for new starters.</p>	31/03/20
Corporate Information Governance	Periodic review of the corporate information and security governance framework and policies for East Kent undertaken.	31/03/20
Apprenticeship Levy	Compliance with the Government requirements, including procurement of appropriate training for new apprentices.	31/03/20