

## **Governance Assurance Statement - Action plan mid-year update**

<b>Action</b>	<b>Outcome as at September 2013</b>
The corporate plan to be been kept up to date and any necessary update is published	The latest version of the Corporate Plan is available on the Website
The Constitution and Code of Conduct are subject to an annual review and updated where applicable	Constitution under constant review. Further reports to Governance Committee later in the autumn.
Service Plans Prepared and Published for each division	Service plans prepared for all services. New Property Services Section plan being updated to reflect the new departmental structure.
Quarterly performance reports all reviewed by Cabinet and Scrutiny P&P Committee	Reports all considered year to date.
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.	Reports all considered year to date. Annual report due to Governance in September.
Standards Committee have received quarterly reports on the progress of formal service complaints against the Council and lessons learned from those complaints.	Reports received and considered. Annual report to go in September.
Alleged breaches of the Members' Code of Conduct by District, Town and Parish Councillors are considered by the Monitoring Officer in a timely manner	All considered in a timely and regular manner.
An annual review of the effectiveness of systems of internal control is undertaken	Annual review taken and details included in Governance Assurance Statement.
All service reviews that are planned are undertaken	The programme of service review is underway.
Issues arising from the new welfare reforms are monitored, progressed and reported as appropriate	Issues are being monitored and dealt with.
The actions brought by property search companies are carefully managed and addressed	The situation is still being monitored.
Governance Framework revised and incorporated with Performance Management Framework	Completed.
The provision for clawback of MMI insurance claims is reviewed and is adequate	Provision reviewed and adequate. To re reviewed again before March 2014.
Employee Code of Conduct Developed	Under development.