

Governance Assurance Action Plan 12-13 - Forward Looking to 31st March 2014

Action Description	Evidence	Completed Date
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-Mar-14
The Constitution and Code of Conduct are subject to an annual review and updated where applicable	The constitution has been reviewed and amendments agreed by Council on 27th November, 2013. Full details are on the website in Committee and Council minutes.	27-Nov-13
Service Plans Prepared and Published for each division	Service plans for the forthcoming year completed and returned to Corporate Services. Restructured services did not produce full service plans this. year	12-Mar-14
Quarterly performance reports all reviewed by Cabinet and Scrutiny.	Performance reports published on the website.	31-Mar-14
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-Mar-14
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 quarterly. Reports published on website.	31-Mar-14
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-Mar-14
Audit undertake their annual review of the effectiveness of systems of internal control.	Audit have done their annual review of the system of internal control and the results are built in to their annual report	31-Mar-14
All service reviews that are planned are undertaken	Service reviews were held during the year as planned and changes implemented.	31-Mar-14
Issues arising from the new welfare reforms are monitored, progressed and reported as appropriate	Any issues have been addressed as appropriate	31-Mar-14
The actions brought by property search companies are carefully managed and addressed		Still on-going
Governance Framework revised and incorporated with Performance Management Framework	The Governance framework was revised and agreed by Council	31-Mar-14
The provision for clawback of MMI insurance claims is reviewed and is adequate	MMI provision is as per the MMI annual statement	31-Mar-14
Employee Code of Conduct Developed	Code of conduct developed	Draft plan prepared. Waiting for revised statement of particulars and Conditions of Service. Now due 31/3/15