

Governance Assurance Action Plan 2013/14 forward looking to 31st March 2015.

| Action Description | Evidenced by | Due |
|---|---|------------|
| The corporate plan to be kept up to date and any necessary update is published | Corporate plan is up to date and published on the website | 31/03/15 |
| 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 | 31/03/15 |
| Service Plans Prepared and Published for each division | Service plans for the forthcoming year completed and returned to Corporate Services. | 31/03/15 |
| Quarterly performance reports all reviewed by Cabinet and Scrutiny. | Performance reports published on the website. | 31/03/15 |
| | Performance reports reviewed by Cabinet and Scrutiny as per minutes published on the Website. | 31/03/15 |
| 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 | 31/03/15 |
| | Quarterly audit reports all reviewed by Governance Committee | 31/03/15 |
| 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. | 31/03/15 |
| 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. | 31/03/15 |
| 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 | 31/03/15 |
| All service reviews that are planned are undertaken | Service reviews were held during the year as planned and changes implemented. | 31/03/15 |
| The actions brought by property search companies are carefully managed and addressed | Land charges actions carefully managed and addressed. | 31/03/15 |
| Governance Framework reviewed and any amendments approved. | All amendments approved | 31/03/15 |
| The provision for clawback of MMI insurance claims is reviewed and is adequate | MMI provision is as per the MMI annual statement | 31/03/15 |
| Employee Code of Conduct Developed | Employee code of conduct developed | 31/03/15 |
| Media Policy completed | Media Policy completed | 31/03/15 |
| Code of conduct for officers revised | Code of conduct revised in line with conditions of service | 31/03/15 |
| Officer Training Plan Developed | Training plan agreed and in use | 31/03/15 |