

Appendix 3

**Summary of Actions Required for each of the Recommendations from the Wales Audit Office Report  
Chief Officer Essential User and Annual Leave Allowances  
Caerphilly County Borough Council  
Report in the Public Interest  
19 December 2013**

|           | <b>Recommendation for improvement</b>                                                                                                                                                                                                                                                                                                                                         | <b>Actions</b>                                                                                                                                                                  | <b>Responsible Officer</b>                                   | <b>Estimated Completion Date</b> |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------|
| <b>R1</b> | <p><b>Records of decisions</b><br/>Clear records of all decisions should be retained, identifying the decision made, who made the decision and when the decision was made. Furthermore, as decisions are taken there should be proper consideration of whether these decisions should be recorded in the Council's decision log. This consideration should be documented.</p> | <p>Produce guidance to officers<br/><br/>(i) Present to CMT – February 2014<br/>(ii) Cascade and deliver to Leadership Team and Management Network<br/>March and April 2014</p> | Monitoring Officer and Head of Legal and Democratic Services | April 2014                       |
| <b>R2</b> | <p><b>Implementing decisions</b><br/>Officers should not proceed to implement decisions unless they are clear as to who has made the decision. Officers should retain evidence of this consideration.</p>                                                                                                                                                                     | <p>Produce guidance to officers<br/><br/>(i) Present to CMT – February 2014<br/>(ii) Cascade and deliver to Leadership Team and Management Network<br/>March and April 2014</p> | Monitoring Officer and Head of Legal and Democratic Services | April 2014                       |

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| <p><b>R3</b></p> | <p><b>Statutory officer advice</b><br/> When making decisions, decision-makers should consider whether a formal view is required from the S151 Officer or Monitoring Officer and whether this view has been given. Where a formal view is required, there should be a process in place to ensure that the statutory officer is provided with all of the relevant information required to take that view. Officers should also record how this advice was followed.</p> | <p>This has been addressed in relation to formal Reports to Committee Actions 5b and 5c of the Action Plan of the Improving Corporate Governance Programme apply, which is reported to Corporate Management Team, Cabinet (11/12) and Audit Committee (6/11) on a regular basis.</p> <p>In relation to officer decisions guidance will be produced</p> <p>i) Present to CMT – February 2014<br/> (ii) Cascade and deliver to Leadership Team and Management Network March and April 2014</p>                                                                                                                         | <p>Monitoring Officer and Head of Legal and Democratic Services</p>                  | <p>Completed</p>   |
| <p><b>R4</b></p> | <p><b>Reports</b><br/> Reports which are produced to support decision-making processes should follow a standardised format, in particular noting the author of the report and who has been consulted. Reports should contain a comprehensive list of available options.</p>                                                                                                                                                                                            | <p>This is an ongoing action in relation to formal Reports to Committee as set out in Action 5 of the Action Plan of the Improving Corporate Governance Programme.</p> <p>Training has being organised for Management Network officers and officers reporting to them who write reports for CMT, Cabinet, Committees such as Scrutiny and Audit etc and Council, which will be completed by August 2014.</p> <p>In relation to officer decisions guidance will be produced</p> <p>i) Present to CMT – February 2014<br/> (ii) Cascade and deliver to Leadership Team and Management Network March and April 2014</p> | <p>Chief Executive, Monitoring Officer and Head of Legal and Democratic Services</p> | <p>August 2014</p> |