

Improving Governance Programme – Outstanding actions as of 09/10/2015

Item No.	Document	Original Recommendation / Improvement	Outstanding actions as of 22/08/2014 and SRO	IGPB Monitoring 2015 Status
1	WAO PIR March 2013 “Chief Officers Pay”	Records of meetings R4 Records of meetings should be sufficiently detailed to provide information on the matters discussed. Any redactions should be the minimum necessary to address any exempt items. For sensitive matters, the record of a meeting should include a summary of any vote taken or state whether or not the vote was unanimous, so that members can agree with the accuracy of the minutes prior to their approval.	<ul style="list-style-type: none"> The electronic voting system available in the Council Chamber must be used for all council meetings held in the Council Chamber SRO: Interim Head of Democratic Services	Proposal for closing This action was not part of the original PIR recommendations, but was instead what the Authority felt desirable. Following the implementation of the new arrangements several failings with the system were discovered which led to a lack of confidence. It also proved impossible to display voting outcomes appropriately and significantly the use of the electronic voting disrupted the free flow of the debate. Consequently we recommend that the initiative is abandoned and the Constitution duly amended to reflect the reversion back to a “show of hands”. To safeguard transparency the vote is recorded “for”, “against” and “abstentions” and in addition the Council meetings are webcasted
2	WAO PIR March 2013 “Chief Officers Pay”	Clarity and comprehensiveness of reports to committees R5 Where review work is undertaken, either by an external body or internally, to support a report to a committee or other decision-making body, then the covering report should explicitly address the matters raised as part of the review work.	<ul style="list-style-type: none"> Review the reporting template and consistency of reporting and format to include an executive summary and key decisions. SRO: Interim Chief Executive	Completed Discussed at CMT 2/4/2015, Report format and standard acceptable. <u>Longer-term:</u> 6 monthly review. Scheduled 1 st October 2015.
3	Wider Improving Governance Programme	Electronic Council Further improve transparency and efficiency by introducing Webcasting of Council Meetings and Committee Documents and Workflow system (with website and intranet updated and re-organised accordingly)	<ul style="list-style-type: none"> Webcasting the council meetings following the implementation of the relevant infrastructure. Replace the current system to manage and publish the committee documents integrated with the corporate website and intranet with a more efficient one. Following the introduction of electronic voting, webcasting and the new committee documents management system the website and intranet will have the relevant new content embedded and some content optimised/re-organised. SRO: Interim Head of Democratic Services	Completed Mod.gov live October 2014 First webcasting 10/03/2015
4	Wider Improving Governance Programme	Performance Management and Self-evaluation Review, improve and further embed the current performance management and self-evaluation practices	<ul style="list-style-type: none"> Self-evaluation service reviews, annual cycle and links Performance management framework, reporting cycle, report redesign and links to SE, SIP cycle and links with SE SRO: Head of Performance and Property Services	Completed <ul style="list-style-type: none"> Self-evaluation process introduced. Challenge phase commenced in August and is ongoing. The third cycle is about to start The Service Delivery Plan report was reviewed to reflect introduction of self-evaluation. A comprehensive PM calendar was launched 1/7/2015
5	Wider Improving Governance Programme	Scrutiny Review, improve and further strengthen the current scrutiny arrangements	<ul style="list-style-type: none"> Scrutiny Development and Organisation Performance Management SRO: Interim Head of Democratic Services	Close here – will be monitored as part of the CGI Follow-up action plan <ul style="list-style-type: none"> Scrutiny to be monitored as part of CGI follow-up. PM included in Scrutiny Dev. – furthermore a matrix will be produced see IGPB meeting notes 30/03/2015

Item No.	Document	Original Recommendation / Improvement	Outstanding actions as of 22/08/2014 and SRO	IGPB Monitoring 2015 Status
6	Wider Improving Governance Programme	<p>Outstanding WAO Governance Improvements</p> <p>P1 Improving how the Council monitors and evaluates the effectiveness of partnerships to ensure they are contributing to delivery of corporate priorities</p> <p>P2 Ensure there are robust and effective governance arrangements in place when creating integrated services and collaborations that are subject to regular evaluation of their impact.</p> <p>P3 The Council does not have a (Corporate) Business Continuity Plan</p>	<ul style="list-style-type: none"> Partnership and Collaboration (governance, effectiveness and evaluation) Strategy and Toolkit SRO: Acting Director of Corporate Services and S.I 51 Officer Business Continuity Action Plan SRO: Head of Public Protection 	<p>Completed</p> <ul style="list-style-type: none"> Partnership – report to Audit committee in March, a second in June 2015 <p>Completed</p> <ul style="list-style-type: none"> Business Continuity – presented to Audit Committee in March. Signed off as addressed in June Audit Committee. BAU
7	WAO Special Inspection	R3 Continues to implement the Improving Governance Programme Board action plan to enhance governance arrangements for the future.	<ul style="list-style-type: none"> The IGP Board continues to meet until work streams are completed. Current arrangements to continue in respect of reporting to CMT and Cabinet <p>SRO: Acting Director of Corporate Services and S.I 51 Officer</p>	<p>Approaching completion</p> <p>A small number of items are still outstanding.</p>
8	WAO Special Inspection	<p>R4 Strengthens its risk management processes further to embed risk management across the Council. Specifically there should be:</p> <ul style="list-style-type: none"> <input type="checkbox"/> more frequent review of the corporate risk register by Corporate Management Team; <input type="checkbox"/> explicit action planning for the key risks identified; <input type="checkbox"/> more oversight of, and consistency in, approach to directorate risk registers; <input type="checkbox"/> clarification of the role and remit of the Risk Management Group; and <input type="checkbox"/> enhanced training for Audit Committee members. 	<ul style="list-style-type: none"> Build “Risk Management Monitoring” into Scrutiny Forward Work Programme Risk Management Group - Develop and agree Terms of Reference including membership, present proposals to CMT, establish group and arrange initial meeting, report progress to Audit Committee <p>SRO: Head of Performance and Property Services</p>	<p>Completed</p> <p>The action relevant to risk management monitoring by scrutiny is on hold in view of the review of scrutiny arrangements by the Interim Chief Executive. The DRR is not going to Scrutiny.</p> <p>The Risk Management Group will not be formed, as approved by Audit Committee on 29/9/2014</p>
9	WAO Special Inspection	R5 Clarifies roles and responsibilities for whistle-blowing procedures and ensures that the new policy is updated to reflect recent legislative changes.	<p>Following a report to Audit Committee on 6 November 2013, requesting views on the new Confidential Reporting (Whistleblowing) Code, it was highlighted by WAO after the meeting that there were some concerns in respect of references to legislation within the code.</p> <p>As this “new” code is destined to be adopted consistently across Wales, these issues have been formally referred to the Lawyers in the Local Government Monitoring Officer Group who worked with the WLGA and external Lawyers to develop the All Wales Framework Constitution document. It is anticipated that these matters will be resolved collectively for all Welsh Authorities in readiness for the AGM in May 2014.</p> <p>SRO: Head of People Management and Development</p>	<p>Completed</p> <p>The policy with the relevant report was presented to Scrutiny on 11/11 then Cabinet on 12/11 and finally Council on 18/11.</p> <p>(Awareness outstanding monitored as part of CGI follow-up)</p>
10	WAO Special Inspection	R7 Ensures that the actions, identified to improve the HR function and workforce planning, are implemented.	<ul style="list-style-type: none"> HR Strategy and Plan Workforce planning <p>SRO: Head of People Management and Development</p>	<p>Close here – will be monitored as part of the CGI Follow-up action plan</p>