

**ANNUAL GOVERNANCE STATEMENT - ACTION PLAN EMINATING FROM THE 2013/2014 REVIEW**

IDENTIFIED AREA IN NEED OF IMPROVING	SPECIFIC RISK INDICATORS	ACTIONS	PROGRESS	NOVEMBER UPDATE
Development of a Business Continuity Plan	<p>Lack of overall strategy</p> <p>Risk for continuity of service provision</p> <p>Unclear / poor decision making</p>	<p>Development of a strategy</p> <p>Implementation of the risk assessments</p> <p>Business continuity plans for corporate critical services</p> <p>Development of departmental plans for lesser risk services</p>	<p>Corporate Business Continuity Policy Statement &amp; Strategy adopted June 2013.</p> <p>Action Plan agreed by Audit Committee March 2014-09-29</p> <p>Update of action plan to Audit Committee September 2014</p> <p>Individual school plans expected to be completed by December 2014</p>	<p>RH &amp; IM attended AGS review panel.</p> <p>Good progress with Business Impact Analysis stage but further work is required to finish. Need input from CMT and further discussion with Property and IT a major players.</p> <p>Agreed next report to March A.C</p>
Improving responsiveness to FOI & EIR requests	<p>Compliance with timescales a problem</p> <p>Increasing volumes of requests</p> <p>Complexity of requests increasing</p> <p>Threat of financial penalties</p>	<p>Explore collection of detailed performance data service level &amp; below</p> <p>Introduction additional interim targets</p> <p>Benchmarking &amp; identification of successful practice within other organisations</p> <p>Training/awareness raising for key staff</p>	<p>Snapshot of requests assessed for Jan-June 2014. Ongoing consultation on additional suggestions to improve.</p> <p>New 5wd target supplements 15wd internal target to confirm a) records held and b) who responsible.</p> <p>Welsh Government and organisations on South Wales Information Forum (SWIF)</p> <p>FOI training relaunched by one year Information Governance Officer post. IG overview sessions delivered to a number of management teams, during which FOI emphasised.</p>	<p>JJ presented briefing papers. Meeting CEO to discuss planned suggestions. Going to mgt. Network and Directorate SMT's to raise awareness/ profile.</p> <p>Some changes to procedures made and monitoring stats showing some progress, visits to other L.A.'s ongoing.</p> <p>LJ to draft business case for CMT to extend GG's post for six months to maintain impetus of improvements.</p>

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Managing the negative impact of the interim management arrangements	Capacity Uncertainty / confidence Continuity Domino effect	Put temporary arrangements on more permanent footing  Address CEO continuity arrangements  Increase capacity by backfilling  Keep communication with staff relevant and timely	New interim CEO arrangement now in place. Now on a full time basis and new CEO is flexible with need for future contract extension  Senior staff stability has improved  Backfilling arrangements have been completed  Staff briefing arrangements are continuing to keep staff aware of current issues	Update report to November Council meeting. Agreed CEO delegated powers to extend the interim arrangements regarding management structure.  Substantive structure post filled.