Improving Governance Programme – Outstanding actions as of 14/04/2015

Item No.	Document	Original Recommendation / Improvement	Outstanding actions as of 22/08/2014 and SRO	Previous Status (22/09/2014)	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.	▪ 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	**In progress.** The implementation is concluding. The system is expected to be live at the same time of Webcasting January 2015.	**In progress** There will be another attempt to use the system.
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.	▪ Review the reporting template and consistency of reporting and format to include an executive summary and key decisions. SRO: Interim Chief Executive	**On hold.** The former Interim C Exec has determined not to review the reporting template or format at this stage. This could be reviewed after actions relevant to officers report training is addressed. CMT reviewing the quality of the reports and decision process, decision in early 2015 after sampling in October-December 2014.	**Completed** Discussed at CMT 2/4/2015, Report format and standard acceptable. Longer-term: 6 monthly review. Scheduled 1st 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)	▪ 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	**In progress.** The implementation of the webcasting infrastructure is concluding. The system is expected to be live at the same time of electronic voting in January 2015. The implementation of the Committee Documents Management System (Mod.gov) and relevant integrated functionalities on the website and intranet is concluding. The system is expected to be live at the same time of the re-designed corporate website in October 2014.	**Completed** Mod.gov live October 2014 First webcasting 10/03/2015

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4	Wider Improving Governance Programme	**Performance Management and Self-evaluation** Review, improve and further embed the current performance management and self-evaluation practices	▪ 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	**In progress.** ▪ Self-evaluation - Drafted report to CMT for review of the submissions. CMT to determine how to progress with internal challenge after the establishment of the new Interim Chief Executive ▪ Performance Management framework – proposals to follow the establishment of new Interim Chief Executive	**In progress.** ▪ Self-evaluation process introduced. Next step the Challenge phase. ▪ The Service Delivery Plan report was reviewed to reflect introduction of self-evaluation. A comprehensive PM calendar will be launched starting week commencing 30/03
5	Wider Improving Governance Programme	**Scrutiny** Review, improve and further strengthen the current scrutiny arrangements	▪ Scrutiny Development and Organisation ▪ Performance Management SRO: Interim Head of Democratic Services	**In progress.** The next update report is expected to be presented to Scrutiny Leadership Group in December 2014 after review by Centre for Public Scrutiny	**Close here – will be monitored as part of the CGI Follow-up action plan** ▪ 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
6	Wider Improving Governance Programme	**Outstanding WAO Governance Improvements** P1 Improving how the Council monitors and evaluates the effectiveness of partnerships to ensure they are contributing to delivery of corporate priorities 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. P3 The Council does not have a (Corporate) Business Continuity Plan	▪ Partnership and Collaboration (governance, effectiveness and evaluation) Strategy and Toolkit SRO: Acting Director of Corporate Services and S.151 Officer ▪ Business Continuity Action Plan SRO: Head of Public Protection	**In progress.** ▪ Proposed Collaboration and Partnership Protocol with action plan for delivery, and the proposed Partnership Governance Toolkit for referral being presented to Policy and Resources Scrutiny Committee on 30/9/14 and to Cabinet on 15/10/14 for decision. ▪ A report to update on the Business Continuity Action Plan being presented to Audit Committee on 10/09/2014	**Completed** ▪ **Partnership** – report to Audit committee in March, a second in June 2015 **In progress** ▪ **Business Continuity** – presented to Audit Committee in March. Expected to be signed off as addressed in June Audit Committee
7	WAO Special Inspection	**R3** Continues to implement the Improving Governance Programme Board action plan to enhance governance arrangements for the future.	▪ The IGP Board continues to meet until work streams are completed. ▪ Current arrangements to continue in respect of reporting to CMT and Cabinet SRO: Acting Director of Corporate Services and S.151 Officer	**In progress.** The Programme Board intends to present a report to Cabinet to seek approval to handover the limited outstanding actions to appropriate monitoring bodies. Report to be presented on 1/10/2014	**In progress** Meetings scheduled and reports to Cabinet in progress

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8	WAO Special Inspection	**R4** Strengthens its risk management processes further to embed risk management across the Council. Specifically there should be: · more frequent review of the corporate risk register by Corporate Management Team; · explicit action planning for the key risks identified; · more oversight of, and consistency in, approach to directorate risk registers; · clarification of the role and remit of the Risk Management Group; and · enhanced training for Audit Committee members.	▪ 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 SRO: Head of Performance and Property Services	**In progress.** ▪ Confirmation from Directors that Risk Management Monitoring is included in their respective scrutiny FWP to be requested ▪ Re: Risk Management Group, proposal to Audit Committee on 10/09/2014 not to establish this Group given the extent of alternative and comprehensive risk management arrangements	**Completed** 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. The Risk Management Group will not be formed, as approved by Audit Committee on 29/9/2014
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.	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. 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. SRO: Head of People Management and Development	**In progress.** Following the revised drafting of the new corporate policy based on the Public Concern at Work Model Policy and Code of Practice, a revised draft has been reported to Audit Committee and HR Strategy Group. We are in consultation with the Councils Trades Unions, which are nearing completion. Once the consultation is concluded and a draft policy is finalised, this will be brought forward for adoption by Cabinet / Council (as it forms part of the Council Constitution). P&R will be consulted as part of the pre decision making scrutiny process.	**Completed** The policy with the relevant report was presented to Scrutiny on 11/11 then Cabinet on 12/11 and finally Council on 18/11. (Awareness outstanding monitored as part of CGI follow-up)
10	WAO Special Inspection	**R7** Ensures that the actions, identified to improve the HR function and workforce planning, are implemented.	▪ HR Strategy and Plan ▪ Workforce planning SRO: Head of People Management and Development	**In progress.** ▪ HR Strategy and Plan – Draft Plan under development for consultation with HR Strategy Group in September. ▪ Workforce Planning – Toolkit developed and being piloted in 4 separate areas for evaluation. High level document drafted for use with next year Service Delivery Plans.	**Close here – will be monitored as part of the CGI Follow-up action plan**