

GOVERNANCE ACTION PLAN PROGRESS

1. PURPOSE

- 1.1 The purpose of this report is to provide Audit Committee with an update on progress made against the recommendations made in the internal Annual Governance reviews for 2013/14.

2. BACKGROUND

- 2.1 In compiling the Annual Governance Statement, the Council has regard to its Internal Control arrangements including Internal Audit and Risk Management, the outcomes of the annual Corporate Good Governance Review, any findings of the external auditor and other management arrangements. It further considers the processes applied in maintaining and reviewing the governance framework including those of the authority, the executive, audit committee, scrutiny committees, internal audit and other assurance mechanisms.
- 2.2 The draft statement for 2013/14 was approved by Audit Committee on 20st June 2014, with the final version approved on 26th September 2014.

3. ACTION PLAN PROGRESS

- 3.1 Details of the issues arising from the Annual Governance Statement and the Good Governance Review, including the responsible officer and progress to date are recorded in Table 1, Appendix 1.

4. FINANCIAL, EQUALITY AND DIVERSITY, ENVIRONMENTAL & CRIME AND DISORDER IMPLICATIONS

- 4.1 There are none arising directly from this report.

5. RECOMMENDATIONS

- 5.1 It is recommended that Audit Committee note the progress to be made as detailed in Appendix 1.

For further information

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Background Papers:

Review of Compliance with Local Code of Good Governance 2013/14

Audit Committee, Report D, 20/6/14

Annual Governance Statement 2013/14

Audit Committee, Report C, 26/9/14

Governance Action Plan Progress

The Council's Executive Management Team has responsibility for monitoring outcomes from the annual governance reviews. This document reports on progress in achieving required actions/outcomes. The action plan is also monitored by the Audit Committee.

The Action Plan incorporates required actions from the Annual Governance Statement (AGS) and the annual Review of Compliance with the Local Code of Governance.

Table 1

Topic	Action	Responsible Officer(s)	Deadline	Update as at 31.12.14
Financial Regulations	To review and update Financial Regulations.	Executive Director (S151) in consultation with the Head of Legal and Democratic Services	31.12.14	The regulations have been reviewed. A drafted set of new regulations are being prepared.
Housekeeping of Constitution	To ensure post titles and details of policies contained within the Constitution are up to date	All Heads of Service in liaison with the Head of Legal and Democratic Services	31.3.15	In progress
Service reviews	To review the existing service review actions and progress and update accordingly	Executive Management Team with all Heads of Service	30.9.14	Service Reviews have continued to be undertaken and reviews of council activity will remain a key element of the Council's "Fit for Future" programme.
Uncompleted high priority audit recommendations	To action uncompleted audit recommendations	Head of Service	30.9.14	Detail by recommendation: Accounts Payable – implemented new payment controls Creditor/Payroll – completed, contractor is no longer used. PCI DSS review completed and

Appendix 1

				<p>assessment has been submitted. The Council has failed in a small number of areas, all of which are being addressed.</p> <p>Asset Management - New Case Management System now developed and in final stages of testing. Go live date is February 2015.</p> <p>Business Continuity – critical activities have been identified with plans in place for each of these activities in the case of an event. The audit recommendation have not all been completed however.</p>
Strategic Risk - Economic conditions limit growth and employment	<ul style="list-style-type: none"> • Review the Council's economic development strategy • Engage with relevant Local Enterprise Partnerships (LEP) to identify funding opportunities • Undertake actions via the LEP task and finish groups • Develop a web based business portal to offer a single point of contact with the Council to support businesses within the district 	Head of Leisure and Employment	31.3.15	All areas are completed or in progress with the exception to the web based business portal , the purpose of which is being reviewed before re-commencing with the project.
Strategic Risk - Continued financial austerity, lower levels of government funding and the introduction of legislative changes	<ul style="list-style-type: none"> • To update the Medium Term Financial Plan that delivers the Council's priorities and organisational changes to deliver Council objectives • Introduce Universal Credit for new benefit claims 	<p>Executive Director (S151)</p> <p>Head of Housing & Customer Services</p>	<p>31.3.15</p> <p>31.3.15</p>	<p>The Medium Term Financial Plan has been regularly updated and reported to Cabinet.</p> <p>First claims are not expected until later in 2015.</p>

Appendix 1

Strategic Risk - Affordable housing does not meet the needs of the district;	<ul style="list-style-type: none"> • Continue to deliver Housing Strategy including the acquisition and construction of properties • Explore and deliver work with partner Registered Providers to provide additional homes in the District 	Head of Housing & Customer Services	31.3.15	
Strategic Risk - Maintaining 5 quality Health & Leisure Centres	Monitor business performance to support current spending commitments	Head of Leisure & Employment	31.3.15	Overall performance is monitored through the Resource Plan. The performance of specific business case projects is reviewed through Asset Management Group.
Strategic Risk – Protection of the coastline	<ul style="list-style-type: none"> • Have in place a coastal maintenance programme identifying priority projects • Undertaking agreed coastal monitoring studies • Assess the impact of early erosion of the 2013/14 storms and related issues 	Head of Property Services	31.3.15	<p>Coastal maintenance programme in place. Larger schemes included in EA Medium term plan but requiring significant levels of partnership funding under current rules. Task & Finish Group established to develop local strategy to attract partnership funding to enable future schemes to proceed.</p> <p>Barton on Sea Ground Investigation works now in 2nd year of monitoring, Data capture will inform options for longer term coastal maintenance measures for this location.</p> <p>Assessment of Impact of 2013/14 storms completed and structures reinstated to provide adequate levels o short to medium term protection (Hurst Spit & Milford beach).</p>
Strategic Risk - External pressure for development	Deliver the Sites and Development Management Plan	Head of Planning and Transportation	31.3.15	Adopted by the Council on 14 th April 2014. Plan review now underway.