Report of	Meeting	Date
Director of Governance and Monitoring Officer	Governance Committee	Tuesday, 10 January 2023

Annual Governance Statement: Actions - update

Is this report confidential?	No

Is this decision key?	Not applicable

Purpose of the Report

1. To update members of the committee of the progress of implementation of the improvement actions in the Annual Governance Statement.

Recommendations

2. That members note the report.

Reasons for recommendations

3. The improvement actions in the Annual Governance Statement will assist the council in strengthening it's governance environment. As these have been approved by the committee it is appropriate to keep members appraised as to the progress of their delivery.

Other options considered and rejected

4. Not applicable.

Corporate priorities

5. The report relates to the following corporate priorities: (Please bold one)

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Background to the report

6. Members will recall approving the Annual Governance Statement for the year 2021/22 in May 2022. Whilst no significant governance failings were identified, members approved a number of improvement actions to be undertaken. The table below contains the actions and works done to date to progress them.

Theme	Areas for improvement	Suggested improvement	Progress
Process/ System	Failure to identify, monitor and report of fraud risks facing the Authority	To develop the Council's approach to fraud following the assessment of the Council's arrangements against Fighting Fraud and Corruption Locally 2020-2025	To be undertaken in quarter 4.
	Failure to have a system in place to ensure key corporate policies are regularly reviewed, version controlled and remain up to date and accurate.	Devise and implement a corporate process to ensure all staff revisit key policies so a good level of awareness is maintained across the organisation	The ideal is to have a digital process of review, however, this will need development and other IT priorities need to be delivered first. This risk is being mitigated manually at present and members will be aware a number of policies have been presented to Council and /or Cabinet this year for approval. In addition manual reminders have been sent to all directorates to review
	Contract Management System	Directors to ensure all contracts are entered onto the corporate CMS in a timely fashion including current "live" contracts.	The contract management system has been implemented however further development is required. It is intended to add additional steps to

			the CMS process to require the live contract information to be added before the process can be closed.
	Risk Management	A range of reports to be developed to allow Directors to challenge data held with GRACE including partnership, project and operational risks.	This is now complete, however instead of reports, a Directorate Dashboard has been developed and is provided to Directors for use at Management Team Meetings which includes all relevant information.
	Cyber Security, use of ICT equipment and system access	Once approved, awareness of the contents of the Shared Information Security Framework should be raised using all communication methods.	The timing for this work will be confirmed.
		A programme of Cyber security training sessions should be developed and delivered to highlight to all officers and members the risks faced by the council.	The Shared ISF has been developed but it his felt important to time the training on it to the roll out of the new IT environment and equipment.
		Align where appropriate all IT forms and processes across the shared council environment.	This review is in progress with all forms and processes currently being considered.
Staff development	Equality	Once approved, the refreshed equality framework should be rolled out including training and updating of EIAs on website	Complete. The revised Equality Framework was approved and implemented this year.
	Organisational Development	OD to ensure monitoring reports are issued to Directors on a regular basis. This is to include monitoring of compliance with	Complete. Reports are issued in accordance with the recommended improvement.

	OD Strategy to be developed (May 22) Mandatory training modules to be completed in full	new HR policies and processes. All Directors to ensure all mandatory training is completed within the agreed timescales.	The Learning Hub provides reporting to Directors, Service Leads and Managers concerning the completion of mandatory training.
Corporate	Constitution	Constitution to be reviewed and updated where applicable.	A constitution working group is being established to meet in quarter 4
	Business continuity	To put forward a business case for the future management of business continuity to standardize and align process across the two authorities. To establish a forward plan of testing to ensure plans are robust, encompass all council activity and are fit for purpose.	Complete Additional temporary resource has been provided to the EP /BC team and alignment works undertaken. Training has been provided to staff in December 2022 on the new processes and Resilience Direct. A training plan has been developed with duty officers having received training in the third quarter of 2022/23. An emergency planning exercise held jointly with Chorley BC is to be held in quarter 4.

Comments of the Statutory Finance Officer

7. There are no financial implications in this report.

Comments of the Monitoring Officer

8. This is an update report to show progress of implementation of recommended improvements as such there are no comments.

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