

## APPENDIX C

### ANNUAL GOVERNANCE STATEMENT ACTION PLAN 2019

For the sake of clarity the intention is that all actions set out in this Action Plan will be completed by the end of March 2020.

Themes	Recommended Improvements	Proposed Actions	Source
1. Constitution	To ensure that the Constitution is as clear as possible, completely up to date and fit for purpose	The review of the constitution will be finalised and will incorporate new financial regulations that support the new organisation structure.	<b>B/FWD from 2018</b>
2. Ethical Governance	Greater priority, liaison and support be provided to the Scrutiny, Governance and Standards Committees in promoting high ethical, performance and governance standards.	Further training for members and officers is to be identified and undertaken.	<b>B/FWD from 2018</b>
		Best practice recommendations made by Committee on Standards in Public Life following their review of 'Local Government Ethical Standards' are to be incorporated into the codes of conduct.	<b>Corporate Assessment</b>
3. Review of Services	Implementing with Chorley the agreed approach to shared services.	Implement the approved shared services structure with Chorley.	<b>B/FWD from 2018 / Peer Review re-visit</b>
4. Review of HR Policies	Undertake a review of the HR policies.	The majority of the HR policies have been reviewed during the last 12 months. The remainder will be reviewed this year. There is now a commitment to review all our HR policies on an annual basis.	<b>B/FWD from 2018</b>
5. Compliance with Contract Procedure Rules (CPRs)	To further embed procurement policies and procedures, and to strengthen the current CPRs.	Implement a simple central corporate contract management system to help prevent and mitigate the risk of lost contract documents, missed review and notice deadlines, loss of knowledge and information due to staff changes etc.	<b>B/FWD from 2018 / Spend Analysis</b>
		ELT include provision on their agenda plan for a quarterly review of <ul style="list-style-type: none"> <li>a. the Procurement Plan referencing a forward look of not less than 12 months</li> <li>b. the Contracts Transparency register.</li> </ul>	<b>B/FWD from 2018 / Spend Analysis</b>

		ELT review / implement a list of Authorised Officers including the extent of their delegated authority and applicable financial thresholds and ensure that this is appropriately communicated to the officers concerned as required by CPR 5.1	<b>B/FWD from 2018 / Spend Analysis</b>
6. Fraud	Increased fraud awareness.	Anti-fraud and governance policies are to be reviewed, updated and relaunched.	<b>Corporate Assessment</b>
		Fraud awareness training is to be delivered to all relevant officers using MILO e-learning modules.	<b>B/FWD from 2018</b>
7. Staff Performance and Development	To modernise and upgrade our appraisal and development review process.	To modernise and upgrade our formal staff appraisal and development review process.	<b>Corporate Assessment</b>
8. Business Continuity Plans	To review and update the business continuity arrangements	To review and update the business continuity arrangements	<b>Service Assurance Statement</b>
		BCP testing to be undertaken	
9. VFM	To develop a corporate approach to benchmarking and the use of comparative data	To develop a corporate approach to benchmarking and the use of comparative data	<b>Service Assurance Statement</b>
	To maximise VFM and social value from procurement	To continue to monitor the Council's supply chain with the desire to maximise VFM and social value from its procurement.	<b>External Audit challenge questions</b>
10. Asset Register	To review and update the Council's Asset Register	To review and update the Council's Asset Register and undertake a strategic review of all assets.	<b>Internal Audit Review</b>