INFORMATION NOTE

Corporate Governance Action Plan Update

Area Requiring Action	Senior Responsible Officer	Progress update	Status	Completion Date
Implement revised staff induction programme	Alex Scrivens	Using the intranet we have created a dedicated page to cover all areas of the induction process http://intra.fylde.gov.uk/induction. Feedback received has been extremely positive, having all details / links in the one place and readily available online.	**Completed**	30th September 2019
Raise awareness of probity policies through team briefs (on-going throughout the year)	Tracy Manning in consultation with the Corporate Governance Group	A series of 7-minute briefings have been drafted, the first two of which are now available on the staff intranet. http://intra.fylde.gov.uk/resources/7-minute-briefings/ The status of the action is ongoing, as the intention is to add further briefings over the coming financial year and beyond.	Ongoing	31st March 2020
Strengthen communication regarding core competencies through electronic message board, intranet and internet	Alex Scrivens	We have used TV screens in various staff break-out rooms promoting comms in general, including core competencies. More so on the intranet producing articles and blogs about culture and the core competencies. We have updated our Customer Care Policy to include competencies in relation to response times for external customers. Further to the above, managers across the organisation reviewed the core competences and recommended that a refresh should be carried out. A piece of work is therefore being prepared involving staff from all service areas to review what these should look like in the future in order to create a more modern and simplistic set of core competencies. This work has been paused due to the	**Completed** Further work involved in 2021	30th June 2019

Area Requiring Action	Senior Responsible Officer	Progress update	Status	Completion Date
		pandemic but will commence again when able		
Re-launch the Project Management Framework and consider an appropriate framework for compliance monitoring	Alex Scrivens	The methodology has been reviewed again, more streamlined and adaptable to Fylde's needs.	**Completed**	30th NOV 2020
Delivery of Project Management training		The methodology has been promoted via the intranet and advertised as a corporate recommendation and support offered. More formal training will be considered going forward if resources allow	**Completed**	28th Feb 2020
Update Risk Management Strategy	Dawn Highton	The updated Risk Management Strategy will be reported to the July 2020 meeting of Audit & Standards Committee.	**Completed**	23rd July 2020
Continue to embed Project, Partnership, Operational risks through the use of GRACE	Dawn Highton	Officers have been trained in operational risk management using the GRACE software, the training was well received and is embedded. Work still required in projects and partnerships.	**Completed** Ongoing	31st March 2020
Delivery of risk management training	Dawn Highton	Delivery of risk management training is on-going throughout the year.	Ongoing	31st December 2020
Review the Council's Ethical Standards Arrangements against best practice recommendations made by the Committee on Standards in Public Life	Tracy Manning	An initial report was considered by committee on 19 September 2019. A further report will be brought to committee either at the September or November 2020 cycle of meetings in regard to the complaint handling process, together with the outcome of consultation with Town and Parish Councils.	**Completed**	26th November 2020

FURTHER INFORMATION AVAILABLE FROM

Contact: Director of Resources