

Corporate Governance Action Plan

Area Requiring Action	Senior Responsible Officer	Progress update	Status	Completion Date
<p>Deliver training and support for all Chairmen, including the Mayor, covering procedural best practice as well as managing behaviours</p>	<p>Tracy Manning (Director of Resources)</p>	<p>The training was originally organised for April of 2020 but had to be cancelled due to the pandemic.</p> <p>The Member Development Steering Group re-visited the matter in Winter 2020 and decided to defer the delivery of the training until 2021 in anticipation of face-to-face delivery as opposed to a zoom training session as a preferable option. The training session was subsequently delivered by North West Employers in May 2021.</p>	<p>Completed</p>	<p>18th May 2021</p>
<p>Consider revised Code of Conduct drafted by the Local Government Association and bring forward a report for consideration by the Audit and Standards Committee/Council</p>	<p>Tracy Manning (Director of Resources)</p>	<p>Initial summary report of the position was made to the Audit and Standards Committee at its meeting on 26th November 2020.</p> <p>A further report was considered by the Audit and Standards Committee in May 2021 and it was agreed that this will be the subject of a joint workshop between Blackpool and Fylde elected members and Independent Persons during the summer of 2021 to be reported back to the</p>	<p>In-progress</p>	<p>24th September 2021</p>

		Audit and Standards Committee in the autumn of 2021. Considering this the action will be added to the 2021/22 Corporate Governance Action Plan		
Project Management Framework – Compliance Guidance for Managers	Alex Scrivens (Corporate Services)	An internal review is currently taking place, this will be looking at the Council's existing project management methodology. This is being managed by the newly appointed Senior Projects Manager, Charlie Richards. The goals will identify best practice and modernise the approach to our existing project frameworks, to be applied and consistent in all service areas. This action will be added to the 2021/22 Corporate Governance Action Plan	In-progress	31 st July 2021
GDPR – updating of key policies and procedures in relation to GDPR and the provision of support and awareness raising to assist managers in meeting their compliance obligations	Ian Curtis (DPO) and Ben McCabe (Deputy DPO)	Information Governance Framework revised to take into account GDPR and Data Protection Act 2018, January 2020	Completed	30 th April 2021
		Data Assurance Policy updated to take into account GDPR and Data Protection Act 2018, September 2020 Compulsory iPool module on data protection October 2020	Completed	
		First biannual report to Management Team on corporate GDPR submitted in April 2021	Completed	
		RoPA (record of processing activity)	Completed	

		<p>completed in April 2021</p> <p>Work on Data Retention Policy now underway and this action will be transferred to the 2021/22 Corporate Governance Action Plan</p>	In-progress	
<p>As a result of an action recommended by the Planning Advisory Service to provide staff briefings on the Complaints Procedure and provide conflict resolution and customer care training for officers involved in complaint handling</p>	Alex Scrivens (Corporate Team)	<p>The Corporate Team has been unable to carry out this training in 2020/21 as a result of the demands the pandemic and the requirement to divert resources from the usual activities, and as a consequence this issue will be addressed during the course of 2021/22. Therefore, this action has been added to the 2021/22 Corporate Governance Action Plan</p>	On-going	31 March 2022
<p>Core Competencies Review 'Fylde 2024' initiative</p>	Kirstine Riding (Housing Manager)	<p>The Fylde 2024 steering group have maintained and stored all information in relation to this initiative on a Fylde 2024 SharePoint site. There is an ambition to revisit this project once service delivery resumes outside of the exiting pandemic. This will involve a review the current situation in the light of the changes to the work environment and culture of the organisation because of the pandemic. As a result, this work has been carried forward into next year's Corporate Governance Action Plan.</p>	On-going	31 March 2022

<p>Actions as a result of COVID 19 to consider the longer-term implications of agile working with a view to re-setting the culture and behaviours of the council</p>	<p>Alex Scrivens (Corporate Team)</p>	<p>The Corporate Team are about to embark on a survey of employees to seek feedback on key considerations in furthering work in this area around communications, hours and physical locations to enable staff to be as possible no matter where, when or who they work with. This will build upon the successful remote working which has been accelerated during the pandemic. Any suggested refinements or improvements will be considered by the Head of Paid Service together with the relevant managers. This action will be carried forward to the 2021/22 Corporate Governance Action Plan</p>	<p>In-progress</p>	<p>30th September 2021</p>
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