

## INFORMATION NOTE

### ANNUAL GOVERNANCE STATEMENT – ACTION PLAN

Action Identified	How the action will be met	When the action will be met	Current position
Adopting a revised Code of Corporate Governance to reflect the 2016 Delivering Good Governance Framework	The Corporate Governance Group has reviewed the revised framework and developed new framework criteria. This will be presented to a forthcoming meeting of the Audit and Standards Committee	September 2017	Completed. The committee adopted the revised Code of Corporate Governance at its meeting on September 21.
Review and update business continuity arrangements and plans	Business Impact Analysis (risk assessments) will be conducted in August Critical functions then identified and plans developed to follow	November 2017	Completed, but with resulting work ongoing. The assessments were conducted in August. This identified six critical functions, and also a need to revise and simplify the action plan template. The six critical areas are developing plans and piloting a new template. The plans are on target for completion by the end of 2017.
A refresh of data security and information governance arrangements across the authority	Information governance and data security internal audit report is in draft with improvement actions contained therein Refresh of data protection training arranged for Management Team and Heads of Service together with Customer Services Team	March 2018	The audit report was issued in July and contained nineteen actions, having a range of completion dates to March 2018. The need to refresh data protection training has become compounded with the need to make arrangements to comply with the new General Data Protection Regulation ('GDPR') and Data Protection Bill, which will come into force next year. Data protection training in the context of GDPR and the bill has been rolled out to Management Team and will be continued across the organisation.

#### FURTHER INFORMATION AVAILABLE FROM

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