



## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	AUDIT AND STANDARDS COMMITTEE	26 NOVEMBER 2020	14
<b>CORPORATE GOVERNANCE ACTION PLAN UPDATE</b>			

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY OF INFORMATION

An update of the Corporate Governance Action Plan is attached to this report.

### SOURCE OF INFORMATION

Corporate Governance Group

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Updates to the action plan are brought to committee throughout the year.

### FURTHER INFORMATION

Contact Tracy Manning, [tracy.manning@fylde.gov.uk](mailto:tracy.manning@fylde.gov.uk) 01253 658521



# INFORMATION NOTE

## Corporate Governance Action Plan Update

Area Requiring Action	Senior Responsible Officer	Progress update	Status	Completion Date
<b>Implement actions contained within the Member/Officer Relations Action Plan:</b>  <b>(following the LGA review undertaken in 2019/20) namely:</b>  <b>Review the Member Induction Pack</b>	Lyndsey Lacey-Simone (Member Services)	This work was completed earlier this year by the Member Development Steering Group.	<b>Completed</b>	30 <sup>th</sup> April 2020
<b>Deliver training and support for all Chairmen, including the Mayor, covering procedural best practice as well as managing behaviours</b>	Tracy Manning (Director of Resources)	<p>This training is outstanding.</p> <p>The training was originally organised for April of this year but had to be cancelled due to the pandemic.</p> <p>The Member Development Steering Group re-visited the matter at its last meeting 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.</p>	Ongoing	31 March 2021
<b>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</b>	Tracy Manning (Director of Resources)	<p>Initial draft of the Code prepared by the LGA considered and summary report of the current position on the committee for review at 26<sup>th</sup> November meeting.</p> <p>Matter can only be completed once the LGA has issued a final Code for consideration/approval.</p>	Ongoing	31 March 2021

<b>Sign-off of revised Risk Management Strategy</b>	Dawn Highton (Shared Head of Internal Audit)	The Strategy was considered and approved by the Audit and Standards Committee at its July meeting	<b>Completed</b>	23 July 2020
<b>Continue to embed Project, Partnership, Operational risks using GRACE</b>	All managers	GRACE continues to be embedded by managers.	On-going	31 March 2021
<b>Delivery of risk management training</b>	Dawn Highton (Shared Head of Internal Audit)	Training is offered on an on-going basis however we will look to deliver some specific RM training at a more appropriate time.	<b>Completed</b>	31st October 2020
<b>Cyber security – education awareness for service users (employees and elected members)</b>	Ross McKelvie (IT Manager) Lyndsey Lacey-Simone (Member Services)	Employee security awareness training for service users completed in October 2020, and the Member Development Steering Group has agreed to add member training to its training programme. This matter has slipped from its original delivery date of 30 <sup>th</sup> September, but the intention is that it will be completed by 31 <sup>st</sup> March 2021.	On-going	30th September 2020  Revised to 31 March 2021
<b>Review Code of Corporate Governance (Local Code)</b>	Tracy Manning	The Code was considered and approved by the Audit and Standards Committee at its July meeting	<b>Completed</b>	31st October 2020
<b>Procurement Strategy and associated policies review</b>	Ben McCabe (Procurement Officer)	Officers have reviewed the Council's procurement policies. It has been agreed that the Council's Contract Procedure Rules and Guide to Buying for the Council requires refreshing, to ensure they are fit for purpose and compliance is achieved. The work has started with a completion date of May 2021, followed by re-launching the updated documentation and providing training to stakeholders by July 2021.	<b>Completed</b>	30 November 2020
<b>Project Management Framework – Compliance Guidance for Managers</b>	Alex Scrivens (Corporate Services)	The completion date has not been reached. However, this date may require adjustment due to other work priorities with respect to the pandemic.	On-going	31st December 2020

	<b>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</b>	Ian Curtis (DPO) and Ben McCabe (Deputy DPO)	The completion date has not yet been reached but this work is on-going	On-going	31 December 2020
	<b>Actions recommended by Planning Advisory Service</b>  <b>Provide briefings on the Complaints Procedure and provide conflict resolution and customer care training for officers involved in complaint handling</b>	Alex Scrivens (Corporate Team)	The original intention was on have specific on-site training, but this has not been possible due to the pandemic. If face-to-face training is not possible in early 2021, then the Corporate Team will revisit our iPool Customer Care course, last covered in April 2017. However, in either instance the action is not likely to be completed by 28 <sup>th</sup> February	On-going	28th February 2021  Revised to 31 March 2021
	<b>Consider a Planning Peer Review to provide a targeted review of the Planning Service</b>	Paul Walker (Director of Development Services)	The completion date has not yet been reached and an up-date has been requested from the Director of Development Services	On-going	31 December 2020
	<b>Raise awareness of probity policies through team briefs (on-going throughout the year)</b>	Tracy Manning in consultation with the Corporate Governance Group	Seven-minute briefings re-commenced in the autumn with one on risk management now prepared for issue to officers	On-going	31st March 2021
	<b>Core Competencies Review 'Fylde 2024' initiative</b>	Kirstine Riding (Housing Manager)	This work has been halted due to competing priorities and may have to be re-visited in 2021/22	On-going	31 March 2021

<b>Actions as a result of COVID 19:</b>  <b>To consider the longer-term implications of agile working with a view to re-setting the culture and behaviours of the council</b>	Alex Scrivens (Corporate Team)	This work is on-going	On-going	31st March 2021
<b>FURTHER INFORMATION AVAILABLE FROM</b> Contact: Director of Resources				