



Governance Action Plan 2013-14





Report Type: Actions Report

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Code & Title	Governance Action Plan 2014/15	Managed By	Beverley Gallacher
Description	Governance Action Plan 2014/15	Progress Bar	
Status Icon			


Code & Title	DP – Data Protection	Managed By	
Description	The Company needs to ensure a consistent approach to adhering to the Data Protection Policy, by completing annual development plans for staff members handling sensitive information and ensuring that lessons learned logs are shared throughout the organisation	Progress Bar	
Status Icon			





Code	Title	Description	Expected Outcome	Status Icon	Planned start date	Due date	Progress bar	Assigned to
DP01	Data Protection	Arrange refresher training using the on line training tool utilised by Southend Borough Council	For staff to have a good understanding of Data Protection principles to enable them to carry out their day to day role.		30 Sept-2014	31-Oct-2014		Corporate Services Manager
DP02	Data Protection	Arrange class room style training for members of staff	Frontline service staff to have a good understanding of the principles of Data Protection		30-Sept-2014	31-Oct-2014		Corporate Services Manager

Appendix 3a


		handling sensitive data as part of their daily work log	and to understand common areas of misunderstanding so they can be avoided.					
DP03	Data Protection	CMG agenda to be amended to include quarterly reports for lesson learned	To ensure a golden thread throughout the organisation.		Immediate	31-Mar-2015	50%	Corporate Services Manager


Appendix 3a

Code & Title	SP – Service Planning	Managed By	
Description	The Company will develop a new Mission Statement and robust aims for the future transition of the organisation which will ensure that service plans are consistently adhering to the strategic direction the Company has set.	Progress Bar	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>
Status Icon			



Code	Title	Description	Expected Outcome	Status Icon	Planned start date	Due date	Progress bar	Assigned to
SP	Service Planning	To obtain approval from the Board for the new Mission Statement	Embed the Mission Statement throughout the organisation		1-Apr-2014	31-Jul-2014	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>	Mike Gatrell
SP	Service Planning	To obtain approval from the Board for the Aims and Objectives recommended by the EMT and CMG	Embed the aims and objectives throughout the organisation to deliver an excellent service to our residents		1-Apr-2014	31-Jul-2014	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>	Mike Gatrell
SP	Service Planning	To arrange a staff conference to embed the Mission Statement and Aims and Objectives in the hearts and minds of staff working for South Essex Homes	Embed the Mission Statement and Aims and Objectives of South Essex Homes throughout the Organisation		1-Jul-2014	5-Nov-2014	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>	Traci Dixon
SP	Service Planning	Incorporate the new aims and objectives into the annual Service Planning process	To obtain staff feedback and incorporate actions identified to feed into Service Planning			31-Mar-2015	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>	All Managers





Appendix 3a

Code & Title	EH- Enhancing the Appraisal Process	Managed By	
Description	The Company will review the appraisal process by incorporating measures identified by the Task and Finish Group including but not limited to performance management, risk management and value for money to enable the golden thread between the appraisals and the newly formed aims and objectives of South Essex Homes	Progress Bar	
Status Icon			

Code	Title	Description	Expected Outcome	Status Icon	Planned start date	Due date	Progress bar	Assigned to
EH-01	Renew appraisal process	Undertake a review of the appraisal process incorporating new Aims & Objective and feedback from staff on actions originated from feedback sessions.						

Appendix 3a

Code & Title	CSGA- Commercial Subsidiary Governance Arrangements	Managed By	
Description	The Company has established a Commercial Subsidiary with agreed Articles of Association and Code of Governance. A framework will be designed on delegated levels of authority to include contract values and associated risk to ensure that South Essex Homes has a controlling interest in the future development of Atilius Limited.	Progress Bar	
Status Icon			

Code	Title	Description	Expected Outcome	Status Icon	Planned start date	Due date	Progress bar	Assigned to
CSGA	Commercial Subsidiary Governance Arrangements	To produce an inter-company agreement to determine annual cycle of actions required by Atilius Limited	To ensure that both organisations understand monitoring procedures.		30-Jun-2014	29-Oct-2014		Mike Gatrell/Beverley Gallacher
CSGA	Commercial Subsidiary Governance Arrangements	To review the Risk Matrix adopted by Atilius	Incorporate the Risk Matrix into the Inter-Company		31-Oct-2014	28-Feb-2014		Mike Gatrell/Matthew Warham
CSGA	Commercial Subsidiary Governance Arrangements	To ensure that Atilius Limited adopts Policies and Procedures advised by South Essex Homes	To ensure that where appropriate policies that can be adopted are.		31-Jul-2014	31-Dec-2014		Mike Gatrell/Matthew Warham/David Lincoln