


# Governance Action Plan 2017-2018


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**Report Type:** Actions Report


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<b>Code &amp; Title</b>	GAP 2017-18 Governance Action Plan 2017-18	<b>Managed By</b>	
<b>Description</b>	Governance Action Plan 2017-18	<b>Progress Bar</b>	<input type="text" value="0%"/>
<b>Status Icon</b>			


<b>Code &amp; Title</b>	CM Contract Management	<b>Managed By</b>	Beverley Gallacher
<b>Description</b>	To strengthen and develop the procedures for letting and managing the contracts, and where appropriate provide additional training in order to enhance skills and knowledge in this area.	<b>Progress Bar</b>	<input type="text" value="0%"/>
<b>Status Icon</b>			


Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
CM01	CM01 Update Financial Regulation document	Update the Financial Regulation document to clarify Contract Procedure Rules		01-May-2017	31-Jul-2017	<input type="text" value="0%"/>	Daniel Lyons/Beverley Gallacher


Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
CM02	CM02 Implement formally documented procurement planning process	Implement a formally documented procurement planning process.		01-May-2017	31-Jul-2017	<input type="text" value="0%"/>	Mike Bryant


## Appendix 2d


Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
CM03	CM03 Contract register be updated to include accurate record	Council's contract register to be updated to include an accurate record of contracts		01-May-2017	31-Jul-2017	<input type="text" value="0%"/>	Mike Bryant/Paul Longman


Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
CM04	CM04 Arrangements for training and development	Investigate options for further contract management training and rollout in 2017		01-May-2017	31-Dec - 2017	<input type="text" value="0%"/>	Paul Longman


<b>Code &amp; Title</b>	DPA Data Protection Act	<b>Managed By</b>	Beverley Gallacher
<b>Description</b>	Data Protection Act	<b>Progress Bar</b>	<input type="text" value="0%"/>
<b>Status Icon</b>			


Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
DPA01	DPA01 Arrangements for membership on SBC Data Protection Working Party	To make arrangements for membership on the Southend borough Council Data Protection Working Party		01-Jul-2017	31-Oct-2017	<input type="text" value="0%"/>	Beverley Gallacher


Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
DPA02	DPA02 Undertake DPA training	To undertake training to ensure that the Data Protection Officers are aware of the changes in legislation		30-Sep-2017	31-Dec-2017	<input type="text" value="0%"/>	Beverley Gallacher


Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
DPA03	DPA03 Complete review of current DP policy and prepare new policy in line with changes in legislation	Complete a review of the current Data Protection Policy and prepare new Policy in line with the changes in legislation in a consistent framework to that of the host Council.		31-Oct-2017	31-Jan-2018	<input type="text" value="0%"/>	Beverley Gallacher

Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
DPA04	DPA04 Cascade training and understanding of new Data Protection principles	To cascade training and understanding of the new Data Protection principles to the staff of South Essex Homes to ensure on going compliance with the new Policy.		01-Feb-2018	31-May-2018	<input type="text" value="0%"/>	Beverley Gallacher

<b>Code &amp; Title</b>	SEPS South Essex Property Services	<b>Managed By</b>	Beverley Gallacher
<b>Description</b>	Review arrangements between South Essex Homes and South Essex Property Services	<b>Progress Bar</b>	<input type="text" value="0%"/>
<b>Status Icon</b>			

Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
SEPS01	SEPS01 Review the Inter-Company agreement	Review the Inter-Company agreement between South Essex Homes and South Essex Property Services		01-Apr-2017	30-Sep-2017	<input type="text" value="0%"/>	Chris Vaughan/Beverley Gallacher

Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
SEPS02	SEPS02 Produce SLA detailing hosting arrangements	Produce a Service Level Agreement detailing the hosting arrangements between both Companies.		01-Apr-2017	30-Sep-2017	<input type="text" value="0%"/>	David Lincoln

Code	Title	Description	Status Icon	Planned start date	Due date	Progress bar	Assigned to
SEPS03	SEPS03 Set up New Business Committee to discuss opportunities and alignment	Set up a New Business Committee for both organisations to discuss new opportunities and the alignment to the Business Plan		01-Apr-2017	30-Jun-2017	<input type="text" value="0%"/>	Beverley Gallacher