

Appendix 3b: Current Status of the Annual Governance Statement Action Plan for 2014/15







Report Type: Actions Report
Report Author: Beverley Gallacher
Generated on: January 2016

Code & Title	Governance Action Plan 2015/16	Managed By	Corporate Services Manager
Description	Governance Action Plan 2015/16	Progress Bar	
Status Icon			



Code & Title	Risk Management	Managed By	
Description	To review the Company's Risk Management Framework and ensure that risk appetite and a focus on the key strategic risks has been incorporated . The company will now be arranging a programme of training needs for the Board and Staff to be undertaken in workshops with updates at Staff Briefing sessions.	Progress Bar	
Status Icon			






Code	Title	Description	Expected Outcome	Status Icon	Planned start date	Due date	Progress bar	Assigned to
RM01	Risk Management	To complete a review of the Risk Management Strategy incorporating risk appetite and a strategic focus	For the roles and responsibilities of the Board, EMT and Managers is understood and the company understands the appetite for risk as an organisation			28 Oct-2015	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Corporate Services Manager

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Code	Title	Description	Expected Outcome	Status Icon	Planned start date	Due date	Progress bar	Assigned to
RM02	Risk Management	To Review the Strategic Risk Register and incorporate the risk appetite and streamlining of strategic risks	To ensure that risks are identified at an early stage and that they are aligned to the business plan actions and focus on the strategic business.			28-Oct-2015	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Corporate Services Manager
RM03	Risk Management	To review the operational risk register and ensure that any risks identified as high are escalated to the EMT for consideration and inclusion in the Strategic Risk Register if necessary	To ensure that all staff report to their Managers on identified risks and that the Group Managers regularly review the operational risk register and keep it up to date and directly linked to the organisations business planning actions.		Immediate	31-May-2015	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Corporate Services Manager
RM04	Risk Management	To arrange a development programme on risk and associated risk appetite for the Board and the EMT	To ensure that roles and responsibilities within the risk management framework are understood and adhered to.			15-Feb-2016		Director of Finance
RM05	Risk Management	To present at Staff Briefing the Risk Register and a synopsis of risk appetite throughout the organisation	For all members of staff to be aware of the risk management framework and that everyone is part of it			31-march-2016		Group Managers



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Code & Title	DR – Disaster Recovery Plan	Managed By	Corporate Services
Description	To complete a review of the business continuity processes for South Essex Homes in partnership with Southend Borough Council and to further to test the Disaster Recovery Plan for South Essex Homes following our relocation to the Civic Centre	Progress Bar	
Status Icon			



Code	Title	Description	Expected Outcome	Status Icon	Planned start date	Due date	Progress bar	Assigned to
DR	Disaster Recovery	To review the Disaster Recovery Plan following relocation to the Civic Centre	To utilise SBC facilities to ensure that South Essex Homes has business continuity if access to the Civic Centre or system failure occurred.			31-Dec - 2015		Corporate Services Manager
DR	Disaster Recovery	To complete a review of the system required in the instances of 24 hours/48 hours/1 week or more outage	To ensure that partnership working with the Council incorporates the requirements of South Essex Homes			31-March-2016		Corporate Services Manager
DR	Disaster Recovery	To test the Disaster Recovery Plan in conjunction with ICT at SBC	To give assurance to the EMT and the Board that processes and procedures contained within the plan work in practice.			31-March-2016		Group Managers
DR	Disaster Recovery	To produce scenarios for Disasters that can be tested as part of an overarching approach to the Business Continuity.	To test a number of scenarios that could occur in practice and ensure that systems are available and outage is reduced.			31-Mar-2016		Corporate Services Manager





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Code & Title	VFM- Value for Money	Managed By	Director of Finance
Description	To review and update the Value for Money Register & in accordance with the HCA regulations on value for money & governance financial viability standards	Progress Bar	
Status Icon			

Code	Title	Description	Expected Outcome	Status Icon	Planned start date	Due date	Progress bar	Assigned to
VFM-01	Value for Money	TO complete self assessment from HCA on Value for Money.	The self assessment will be the driver for the development of the Value for Money Strategy which will be in line with HCA and Housing Association Regulations	See Exception Report		31-March 2016		Director of Finance
VFM - 02	Value for Money	To produce the Value for Money Strategy and to complete a framework of performance measures to be monitored on a annual basis	To monitor costs rigorously throughout the organisation	See Exception Reprt		31-March, 2016		Director of Finance

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Code & Title	CSGA- Commercial Subsidiary Governance Arrangements	Managed By	Corporate Services Manager
Description	To review the governance assurance arrangements and internal controls mechanisms of Atilius Limited (the company's trading subsidiary)	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 a Service Level Agreement between SEH and Atilius Limited	To ensure that recharges are managed appropriately			Oct 2015		Corporate Services Manager
CSGA	Commercial Subsidiary Governance Arrangements	To produce Financial Regulations and Scheme of Delegation for Atilius Limited				Oct 2015		Director of Finance