

Corporate Governance Action Plan 2009-10




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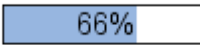
Title and Code of Action	CG01 Continue to strengthen the Council's key partnership arrangements			Assigned To	Lysanne Eddy
Description				Due Date	31 Mar 2010
Origin	KLOE's 2.2, 2.3 and 2.4			Expected Outcome	
Milestones	Due Date	Completed	Comments on Progress	Expected Outcome	
Ensure robust arrangements are in place for data quality	31 Mar 2010	Yes	Southend Together's Internal Audit Cross P'ship Working Group are beginning audits around data quality of indicators within the LAA.	Progress Bar	
Ensure robust arrangements are in place for performance management	31 Mar 2010	Yes	Continual development of performance management through Southend Together's Performance Management Group including continued 'call-in' of off- target indicators. Introduction of quarterly outcome update of aims and objectives from Sustainable Community Strategy.		


Title and Code of Action	CG02 Further embed Value for Money within the Council			Assigned To	Martin Hone
Description				Due Date	31 Mar 2010
Origin	Theme of Use of Resources 2009-10			Expected Outcome	
Milestones	Due Date	Completed	Comments on Progress	Expected Outcome	
Implement Year 1 improvements to VfM approach as per review	31 Mar 2010	Yes	VfM analysis of current costs is an integral part of the annual budget cycle and the roll-forward of the three-year medium-term financial strategy.	Progress Bar	
Review approach to VfM	31 May 2009	Yes	This was completed as part of the budget setting exercise for 2010/11 in February 2010.		

Title and Code of Action	CG03 Continue to strengthen risk arrangements			Assigned To	Juliette Arnold
Description				Due Date	31 Mar 2010
Origin	KLOE 2.4			Expected Outcome	
Milestones	Due Date	Completed	Comments on Progress	Expected Outcome	
Develop and deliver training schedule for 2009/10	31 Mar 2010	Yes	Drop in sessions were set up for business planning, covalent training sessions for risk were run, Member training was undertaken.	Progress Bar	
Review and re-launch Risk Management Group	31 Aug 2009	Yes	Risk group was launched and was well attended. Further meetings are scheduled around the Audit Committee timetable of meetings.		

Title and Code of Action	CG04 Data Quality			Assigned To	Juliette Arnold
Description				Due Date	31 Mar 2010
Origin	KLOE 2.2				
Milestones	Due Date	Completed	Comments on Progress	Expected Outcome	
Align with Information Management Strategy	31 Mar 2010	Yes	The Data Quality Strategy, Framework and Action plan was approved by Audit Committee on 13 January 2010. The document has been aligned to the Information Management Strategy.	Progress Bar	
Introduce awareness raising programme	31 Mar 2010	Yes	Data Quality has been added to the new employee action pack and is part of all covalent training programmes with roll out planned to other systems with the agreement of the strategy.		
Refresh Data Quality Strategy and Action Plan	31 Mar 2010	Yes	Data Quality Framework completed 15/7/09. Action plan completed 16 December 2009.		

Title and Code of Action	CG05 Continue to embed Project Management throughout the Council			Assigned To	
Description				Due Date	31 Mar 2010
Origin	KLOE 2.4				
Milestones	Due Date	Completed	Comments on Progress	Expected Outcome	
Further training for key staff on strategic project methodology - Prince 2	31 Mar 2010	Yes	Pre-course 2 day course for Prince2 attendees covering Southend principles then a 1 day course covering application once Prince2 course completed.	Progress Bar	
Provide on-going support to Project Managers via Programme Office	31 Mar 2010	Yes	One off support for project teams. Project audit and assurance (programme and financial) currently being undertaken on swimming pool project and will continue for other projects. Three Communities of practice groups set up. Delivering Excellence and Capital projects have mandatory attendance and potential project managers group is open to aspiring project managers.		

Title and Code of Action	CG06 Policy Framework			Assigned To	Alaine Clarke
Description				Due Date	31 Mar 2010
Origin	KLOE 2.3				
Milestones	Due Date	Completed	Comments on Progress	Expected Outcome	
Review of Council's Policy Framework to identify actions to close gaps (remapping exercise) and strengthen approach	31 Mar 2010	No	List of Council policies has been produced and is currently being updated. 10 May 2010- a list of Council plans, policies and strategies has been obtained and is being updated.		
Review of Council's Policy Framework to undertake mapping of framework against Sustainable Community Strategy (SCS) and Corporate priorities	31 Mar 2010	No	Mapping exercise has yet to be undertaken. 10 May 2010 - a list of Council plans, policies and strategies has been obtained and is being updated.		
				Progress Bar	

Title and Code of Action	CG07 Further embed Value/Efficiency Planning within both the Budget Setting Process and the reviews of the Medium Term Financial Strategy			Assigned To	Martin Hone
Description	The new methodology is designed to (a) identify financial savings opportunities to investigate further (b) to create a major shift towards focussing on the customer and away from organisational structures and boundaries (c) to identify leading practice processes across the Council based on standardisation of common requirements (d) to achieve efficiencies and quality improvements through simplification and standardisation (e) to develop new ways of working (f) to create capacity to adapt to and respond to future customer demand and statutory changes (g) to develop organisational skills within the Council			Due Date	31 Mar 2010
Origin	KLOE 1.1				
Milestones	Due Date	Completed	Comments on Progress	Expected Outcome	
Calculate spending targets for each of the next 3 years using the new priority allocation methodology currently being developed by Council Officers and PWC	30 Jun 2009	Yes	Spending targets were set corporately & by Directorate as part of the budget exercise for 10/11- 12/13. The draft budget that will be submitted to Cabinet in January 10 reflects the priority methodology developed with assistance from Pwc [NB: This new methodology is part of the "Delivering Excellence" project].		
				Progress Bar	

Title and Code of Action	CG08 South Essex Homes - Risk Management		Assigned To	Greg Mortimer
Description			Due Date	31 Mar 2010
Origin	IA Review 2009			
Milestones	Due Date	Completed	Comments on Progress	Expected Outcome
To implement the improvement opportunities identified from the review of the company's risk management arrangements - assigned to Cliff Parker (SEH)	31 Dec 10	Yes	The company's risk management arrangements continue to develop. A policy, strategy and action plan has been adopted and the corporate risk register has been input onto Covalent (the performance management system). By the end of 2009/10, the content of the corporate risk register had been developed to include the current mitigating controls and the further actions to be taken where it is determined that the current level of risk is unacceptable.	Progress Bar 