

ANNUAL GOVERNANCE STATEMENT 2009/10 ACTION PLAN PROGRESS REPORT

No	BUSINESS MANAGEMENT PROCESS	ACTION REQUIRED	OFFICER PROGRESS REPORT	DATE OF IMPLEMENTATION	RESPONSIBLE OFFICER
1	Key partnership arrangements	<p>Ensure robust arrangements are in place for:</p> <ul style="list-style-type: none"> • risk management; • data quality; and • performance management 	<p>The first level of risk management is picked up through target action plans. Some action is to be taken around embedding a cycle of risk reporting.</p> <p>Data quality is reliant on partners. The Information sharing protocol was endorsed in January and has been refreshed under the new governance structures. In January 2011 it will be re-endorsed. It relies on them having robust data quality processes within the individual organisations.</p> <p>Performance management is monitored through the performance management group on a bi-monthly basis.</p>	March 2011	Lysanne Eddy - Partnership Manager
2	Policy framework	Review and strengthen the Council's policy framework	<p>A weekly policy summary is now provided to all Members and a composite of the Government's four year Business Plans is being produced. This will provide the Council with advance notice of the Government's intentions and hence the ability to plan in advance its own policy response.</p> <p>A review is also to be undertaken of the Council's overall policy framework, its continued relevance and the linkages between the individual strands.</p>	March 2011	Tim Cusack - Strategy & Performance Manger

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3	Performance management	Review and strengthen the Council's performance management framework	In response to the Government's changed view of Performance Management and the Council's own business requirements a review of our performance reporting was undertaken during the summer. A report with proposals for the future was taken to Performance Improvement Task Group and the Economic & Environment Scrutiny Committee in October. Revised arrangements will be put in place from April 2011.	March 2011	Tim Cusack - Strategy & Performance Manger
4	Risk management	Further embed the Council's risk management framework including Project and Programme Management, Fraud & Corruption, Whistle Blowing and Health & Safety	<p>The Council's two risk management groups are meeting regularly and are driving and aligning risk management activities within Directorates and Corporately.</p> <p>An integrated risk management intranet site has been set up to pull together all risk management information and activities in one place.</p> <p>Further risk management training will be undertaken as part of the business planning cycle.</p> <p>A report detailing progress on the Health and Safety action plan was presented to the Corporate Management Team (CMT) on 29 September 2010. The action plan was developed by the Strategic Health and Safety Group to enable the Council to achieve a level 3/4 in the next Royal Society for the Prevention of Accidents (RoSPA) audit due in early 2011. To date good progress has been made on the action plan.</p>	March 2011	<p>Tim Cusack - Strategy & Performance Manager</p> <p>Steve Wall Health & Safety Advisor</p>

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			<p>Project managers and programme managers working on Delivering Excellence and New Ways of Working have recently undergone Prince2 training. A one day project manager course based on Prince2 has been developed in-house to enable Officers running smaller projects to align to the Prince2 framework. The one day course also incorporates risk management around projects. Risk workshops are also facilitated on request.</p> <p>A report outlining the Anti Fraud & Corruption, Whistleblowing and Money Laundering work programme for the year was presented to CMT and the Audit Committee in September 2010. These actions are currently being worked through. Progress in delivering the action plan will be reported upon in due course.</p>	March 2011	<p>Martin Musgrave Programme Manager</p> <p>Linda Everard, Head of Internal Audit</p>
5	Information Management (including Data Quality, Management and Security)	Ensure robust arrangements are in place for Information Management including reviewing the format of the Manager's Assurance Statements	A report is being sent to CMT shortly around the Council's business management arrangements. As part of this process the Manager's Assurance Statements will be reviewed in consultation with relevant Officers within the Council.	March 2011	Tim Cusack - Strategy & Performance Manager

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6	Value for money	Further embed value for money throughout the Council	Value for Money self assessment form has been developed and piloted in Children and Learning and Support Services Directorates. A report is being presented to CMT on 24 November 2011 for approval and further roll out as part of service planning.	March 2011	Shazia Ullah - Head of Policy & Improvement
7	South Essex Homes' (SEH) governance arrangements.	Develop arrangements for the Council to ensure the governance processes for South Essex Homes are operating effectively	<p>The Group Manager Community Housing is the Council's authorised client officer who has support from the Senior Planning and Performance Officer, principally on performance issues.</p> <ul style="list-style-type: none"> • Financial arrangements – Monthly meetings to take place to review HRA capital programme (including decent homes expenditure), the position of the management fee, repairs budget, cash position and other financial issues. • Monitoring arrangements - 6 weekly meetings with senior officers from both organisations. Regular liaison at appropriate levels (including client officer, Chief Executive and Director meeting with their SEH counterparts) monitors strategic and operational issues, including performance against the key performance indicators of rent arrears levels and levels of decent homes. 	March 2011	Alison Nicholls - Group Manager for Housing

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			<ul style="list-style-type: none"> The Council also receives monthly and quarterly updates on service / operational performance indicator targets. The key performance indicator targets of rent arrears levels and levels of decent homes are designated Council corporate priority targets and are included in the Monthly Performance Report considered by the Performance Improvement Task Group and Cabinet. 		
8	South Essex Homes' risk management process	Further develop and embed South Essex Homes risk management arrangements throughout all service areas.	<p>Service risk registers are in place and managed by group managers and there is a clear escalation and de-escalation process between the Corporate and service risk registers.</p> <p>The Corporate Risk register is then reviewed monthly by the Executive Management Team, before being reported to the Performance Committee on a quarterly basis, where it is scrutinised and approved before being reported to the Board.</p>	March 2011	Executive Director, South Essex Homes