

Corporate Governance Action Plan 2010-11

Actions to strengthen the Council's governance arrangements for 2010/11

No	Governance Issue	Action 2010/11	Responsible Officer	Comment on progress
1	Key partnership arrangements	Ensure robust arrangements are in place for: <ul style="list-style-type: none"> • Risk management; • Data quality; and • Performance management 	Partnership Manager	<p>The first level of risk management is picked up through target action plans. Some action has been taken around embedding a cycle of risk reporting.</p> <p>The Information sharing protocol was endorsed in January 2010 and has been refreshed under the new governance structures. In January 2011 the revised protocol was endorsed by Southend Together Executive.</p> <p>Performance management was monitored through the performance management group on a bi-monthly basis.</p>
2	Policy Framework	Review and strengthen the Council's policy framework	Strategy & Performance Manger	<p>A weekly policy summary was provided to all Members and senior managers, with a composite of the Government's four year Business Plans produced. This provided the Council with advanced notice of forthcoming Government and other public bodies intentions and enhanced the ability to plan policy responses.</p> <p>A partial review of the Council's overall policy framework to assess continued relevance and linkages between the individual strands was undertaken and will</p>

Corporate Governance Action Plan 2010-11

				be finalised in 2011/12.
3	Performance management	Review and strengthen the Council's performance management framework	Strategy & Performance Manger	In response to the Government's changed approach to inspection and performance management, a review of the Council's performance reporting was undertaken. A revised, more streamlined approach, was agreed by Cabinet in March 2011 and put in place from April 2011.
4	Risk management	Further embed the Council's risk management framework including Project and Programme Management, Fraud & Corruption, Whistle Blowing and Health & Safety	Strategy & Performance Manager	<p>The Council's two risk management groups met regularly to help drive 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.</p> <p>Reports detailing progress on the Health and Safety action plan were presented to the Corporate Management Team (CMT) in September 2010 and March 2011. The actions, have led to a revised policy, 350 line managers trained in the Council's H&S processes, two staff qualified to conduct a Quality Safety Audit to Royal Society for the Prevention of Accidents (RoSPA) standards, enabling a RoSPA level audit to be undertaken at level 3-4. Excellent progress was made on completing the actions, including embedding processes within departments.</p>

Corporate Governance Action Plan 2010-11

				<p>Project managers and programme managers working on Delivering Excellence and New Ways of Working have undertaken 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. The actions were subsequently progressed.</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.	Strategy & Performance Manager	Manager's Assurance Statements were reviewed to strengthen the sections relating to information management.
6	Value for money	Further embed value for money throughout the Council	Head of Policy &	Value for Money (vfm) self assessment process was developed for use in Children and Learning and Support Services

Corporate Governance Action Plan 2010-11

			Improvement	<p>directorates. Findings from this helped inform the budget setting process and were fed into service and team plans. Other directorates have used similar methodology which also fed into budget and service panning processes.</p>
7	South Essex Homes' governance arrangements.	Develop arrangements for the Council to ensure the governance processes for South Essex Homes are operating effectively	Group Manager for Housing	<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 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 held 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.

Corporate Governance Action Plan 2010-11

				<p>The Council also received 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.</p>
8	South Essex Homes' risk management process	Further develop and embed South Essex Homes risk management arrangements throughout all service areas.	Executive Director, South Essex Homes	<p>Service risk registers in place and managed by group managers. There is a clear escalation and de-escalation process between the Corporate and service risk registers.</p> <p>The Corporate Risk register is 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>

Corporate Governance Action Plan 2010-11