

APPENDIX 1: ANNUAL GOVERNANCE STATEMENT ACTION PLAN 2010/11

No	GOVERNANCE ISSUE	ACTION FOR 2011/12	DATE OF IMPLEMENTATION	RESPONSIBLE OFFICER	PROGRESS TO DATE
1.	Business Continuity	<p><u>Undertake a review to assess what further action is required to ensure that business continuity arrangements are fit for purpose throughout all Council services, including those relating to services that are provided by significant contractors and partners, and that actions resulting from the review are implemented.</u></p>	Sept 2011	Head of Legal & Democratic Services / Head of Internal Audit	<p>Proposed guidance has been produced for staff to use when determining what to build into contracts / agreements regarding the evidence required from third parties to show that their business continuity arrangements are sufficient for our needs.</p> <p>This has been discussed and agreed with the Emergency Planning Officer, Partnership Advisor for Performance and Planning and Strategic Sourcing Manager.</p> <p>A draft report has been prepared with options for reviewing and revising the process which is being reviewed and will go to Corporate Management Team shortly.</p>
2.	Procurement	<p>To raise staff awareness of the benefits available from better procurement arrangements by targeting areas where improved planning and challenge will quickly demonstrate the savings and efficiencies that can be achieved on spend below the EU threshold.</p>	March 2012	Head of Procurement	<p>Embedding Category Management is underway. Staff resources have been identified for key areas of work.</p> <p>The Spend Profile Analysis has been completed and workshops have been held for Social Care and Facilities Management, Utilities, Energy, Highways and CCTV.</p> <p>This will facilitate joined up and effective service delivery, reduced costs and improved supplier performance management.</p> <p>A Contract Panel has been established. A review of print and ICT contract arrangements and spend has been completed.</p>

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					<p>Contract rationalisation work stream savings have been agreed and the programme to deliver this is underway. This includes:</p> <ul style="list-style-type: none"> • supplier and contract renegotiation • service and strategy planning and reengineering • demand management • management intelligence reporting • compliance monitoring • G20 workshops of procurement which has been delivered • DMT sessions which have been delivered. <p>Agresso procure to pay implemented.</p> <p>Work is continuing on Phase 2 development of the system which will include a contracts register and product code search facility which will better promote on contract spend compliance and management intelligence. Reporting will also be further developed and refined.</p> <p>Supplier renegotiation is underway and 11 key suppliers identified. Negotiation Plans are being developed.</p>

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3	Key Partnership Arrangements	To determine how the Council ensures that appropriate governance arrangements are established when working with partnerships, voluntary services and other non statutory bodies and that they operate satisfactorily	March 2012	Partnership Manager	<p>Governance of revised partnership boards has been reinforced through updated Terms of Reference.</p> <p>A partnership toolkit has been established to promote/encourage good governance based on Internal Audit findings.</p> <p>The move to commissioning of community outcomes has strengthened arrangements around grant awards and service delivery from the Voluntary and Community Sector.</p> <p>Internal Audit recommendations are being implemented around current Voluntary and Community Sector grant awards.</p> <p>Work is needed with the Procurement team on contracts with the Third Sector to ensure adequate but proportionate governance arrangements are in place.</p>