Corporate Governance Action Plan 2011-12

No	Governance Issue	Action 2011/12	Responsible Officer	Comment on progress

Actions to strengthen the Council's governance arrangements for 2011/12

No	Governance Issue	Action 2011/12	Responsible Officer	Comment on progress
1	Business Continuity	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.	Head of Legal & Democratic Services/Head of Internal Audit/Group Manager – Information Governance	The review of the Council's BCP process has been completed with all Directorates having BCPs in place. Minor changes to reflect a common corporate standard have been agreed across all plans and once this has been applied the Corporate BCP will be refreshed to match these guidelines and complement the Council's Emergency Plan. The BCP leads group has clear terms of reference in place, meets on a routine basis and shares lessons learnt from any BCP incident. All outstanding work has a completion date for the end of August 2012. Corporate guidance produced and issued by Internal Audit Team on: 'SECURING BUSINESS CONTINUITY WHEN WORKING WITH CONTRACTORS, PARTNERS AND SUPPLIERS' – endorsed by Audit Committee Jan 2012; Business Continuity formed part of Business Planning framework in 2011/12 through Service Plans and was also reported to CMT through the Corporate Risk Register.
2	Procurement	To raise staff awareness of the benefits available from better procurement arrangements by targeting areas where improved	Head of Procurement	7 workshops have been held to date covering: • Better buying and Agresso • Corporate Procurement Procedures • Contract Management • Supplier Renegotiation

Corporate Governance Action Plan 2011-12

No	Governance Issue	Action 2011/12	Responsible Officer	Comment on progress
		planning and challenge will quickly demonstrate the savings and efficiencies that can be achieved on spend below the EU threshold.		- Tender Specification Writing - SME's and Third Sector Demand management analysis and proposals developed for: - Training and Conferences - Temporary Labour - Consultancy - Travel - Stationery - Print, Design and Media
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.	Group Manager Policy & Partnerships	A Partnership Toolkit has been designed and is scheduled for publication in 2012; the toolkit has an identified method to evaluate existing partnership arrangements as well as providing a best practice approach to setting up new partners locally (using local examples) A revised, "light touch", governance structure has been agreed, with a Leaders Advisory Group of key partners is in place, reinforcing the Council's role as community lead across partners. The Shadow Health & Wellbeing Board is in place, has held its first development day and has adopted the Council's risk management process with a risk register in place.