SBC Corporate Governance Action Plan – 2012/13 – Progress

No.	Governance Issue	Action 2012/13	Responsible Officer	Comment on Progress
1.	Lessons from the introduction of the Agresso system, most particularly on pre-implementation design, have been recognised and will be used to the benefit of future projects	That relevant Project Boards ensure that a full project plan, including business change and design, is in place to oversee efficient and effective development of any new systems, reporting regularly to the Corporate Delivery Board. To ensure the Agresso 'programme of change' is fully implemented following the methodology and approach adopted by the Agresso Programme Board in August; agreed with the Corporate Delivery Board in September.	Sally Holland Joanna Ruffle/ Joe Chesterton	A progress report was presented to Audit Committee on 27.3.13 outlining the recommendations from the lessons learnt end of project report on the implementation of Agresso and how these are being implemented. The report confirmed that each project is following Prince 2 methodology including full project plans and regular reporting to Corporate Delivery Board. The next phase of Agresso is using Prince 2 methodology and is overseen by the Agresso Programme Board, which receives regular highlight reports to manage implementation.
2.	Proper processes are still in place to ensure that all business management policy owners and senior management get in year assurance that the governance	To devise and implement a 'Policy Owners Assurance Statement' to gain annual assurance that policy frameworks are up-to-date and fit for purpose; To review the 'Managers Assurance Statement' to	Linda Everard	A Policy Owners Assurance Statement has been developed and is due to be applied during 2013/14. The Managers Assurance

	framework is being consistently applied by all services	ensure that it is still fit for purpose		Statement was revised and applied for 2012/13 with some minor revisions.
3.	All business continuity plans are up to date, tested and communicated to staff	That the working group overseeing Business Continuity Planning has a full project plan in place and can give assurance that the framework has been reviewed and fully implemented across the Organisation	Sally Holland	The BCP officer group oversaw the following actions:

A more comprehensive and up to date Corporate BCP was developed.

Departmental BCP Plans were updated to reflect current work arrangements and follow a common format and approach.

Business Impact Analyses were undertaken across the Council to help prioritise service functions and activities in terms of urgent/critical and non-urgent/non-critical.

Departmental BCP leads were briefed on Corporate BCP arrangements and agreed a more integrated and common approach across departments

The ICT Disaster Recovery Plan was updated for systems held on the virtual environment.

A further programme of work has been identified for 2013/14, including ensuring the fall-back location at the Tickfield Centre is fit for purpose. |