

## ANNEX 2 - KEY ACTIONS 2020

	<b>Key Action</b>	<b>Context in 2020 AGS</b>	<b>Directorate</b>	<b>Lead Officer</b>
1	Our Corporate Governance and Audit Committee will seek robust assurance that our systems of internal control have met the demands of the emergency response to Covid -19; and that where issues have been identified action has been taken to remedy these.	Context – Challenges and Opportunities	Resources and Housing	Head of Internal Audit
2	We will work within the statutory framework with the Constituent Councils in pursuance of the “minded-to” Deal for devolution in West Yorkshire.	Context – Challenges and Opportunities	Resources and Housing	Chief Executive / Chief Officer Strategy and Policy
3	We will develop detailed timelines and milestones for our People Strategy priorities and will monitor and review progress against them.	Context – Our Relationships – Our Workforce	Resources and Housing	Chief Officer (Human Resources)
4	We will continue to monitor arrangements for customer contact and satisfaction and will make improvements where necessary to deliver a consistent experience for our customers.	Context – Our Relationships – Our Customers - Voice of the Customer	Communities and Environment	Chief Officer Customer Access and Welfare
5	We will review the Best Council Plan and key underpinning Best Council Strategies in the light of the longer-term implications of Covid-19.	Achieving Our Aims and Objectives – Our Best Council Plan	Resources and Housing	Chief Officer Strategy and Policy
6	We will monitor the arrangements for offer and acceptance of gifts and hospitality by Directors and those in ‘high risk posts’; and positive declarations regarding compliance with the gifts and hospitality policy.	Our governance Framework – Ethical Governance – Receipt of Gifts and Hospitality	Resources and Housing	Chief Officer Human Resources
7	We will continue to engage with the Ministry of Housing Communities and Local Government and the Local Government Association in developing the ethical framework in response to the recommendations of the Committee on Standards in Public Life.	Our governance Framework – Ethical Governance – Monitoring and Review of Arrangements	Resources and Housing	City Solicitor / Head of Democratic Services

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8	We will continue to use benchmarking to measure our performance in relation to Caldicott Guardian functions and to identify, and learn from best practice	Our Governance Framework – Information Governance	Adults and Health / Resources and Housing	Director of Adults and Health / Deputy Director Social Work and SC Service / Head of Information Management and Governance
9	Our Corporate Governance and Audit Committee will regularly review plans to deal with outstanding and emerging issues relating to PSN Certification, including the Access project.	Our Governance Framework – Information Governance	Resources and Housing	Director Resources and Housing / Head of Information Management and Governance
10	Corporate Governance and Audit Committee will continue to seek assurance in relation to arrangements for enforcement in relation to breach of planning control.	How Our Functions are Exercised – Effectiveness of Governance Framework	City Development	Chief Planning Officer
11	We will review our practice against detailed guidance underpinning the CIPFA Financial Management Code 2019.	How We Ensure Effective Financial and Operational Control and Value for Money – Reviewing Our Arrangements	Resources and Housing	Chief Officer Financial Services
12	We will complete and implement a review of the financial service to ensure that it remains a highly effective and responsive function offering value for money.	How We Ensure Effective Financial and Operational Control and Value for Money – Reviewing Our Arrangements	Resources and Housing	Chief Officer Financial Services
13	We will review our core systems and processes with a view to ensuring that they are up to date and fit for purpose and meet the needs of an efficient, enterprising and healthy organisation.	How We Ensure Effective Financial and Operational Control and Value for Money – Reviewing Our Arrangements	Resources and Housing	Chief Officer Financial Services
14	We will undertake training to further promote the importance of compliance with Contracts Procedure Rules and will strengthen the close working between directorates and PACS that will ensure waivers are limited to exceptional circumstances.	How We Ensure Effective Financial and Operational Control and Value for Money – Procurement	Resources and Housing	Chief Officer Financial Services

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15	We will measure and collate key performance indicators to ensure that social value outcomes are achieved through our procurement practice.	How We Ensure Effective Financial and Operational Control and Value for Money – Procurement	Resources and Housing	Chief Officer Financial Services
16	We will review how Leeds' approach in developing and monitoring the Best Council Plan compares with that of other core cities.	How We Ensure Political Oversight and Accountability – Overview and Scrutiny	Resources and Housing	Chief Officer Strategy and Policy
17	We will review the key performance indicators relating to inclusive growth and development of housing mix and will add additional meaningful KPIs as required to the Best Council Plan	How We Ensure Political Oversight and Accountability – Overview and Scrutiny	Resources and Housing	Chief Officer Strategy and Policy
18	We will continue to pursue actively the appointment of an Independent Member to the Corporate Governance and Audit Committee in the 2020/21 Municipal Year	How We Ensure Political Oversight and Accountability – Corporate Governance and Audit Committee	Resources and Housing	Director of Resources and Housing / Head of Internal Audit
19	We will include the identification of areas for future work in our Committees' annual reports to Council.	How We Ensure Political Oversight and Accountability – Full Council	City Development / Communities and Environment / Resources and Housing	Chief Planning Officer / Chief Officer Communities / Chief Officer Elections and Regulatory / Head of Democratic Services / Head of Internal Audit
20	We will monitor and review the process we have implemented to ensure consistent emphasis on delivery of planned savings throughout the lifecycle of invest to save initiatives.	How We Manage Audit and Risk – Internal Audit	Resources and Housing	Chief Officer Financial Services