

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Consultation and Engagement	Implementing a database to provide a clear mechanism for coordinating all consultation and engagement activity across the city (Council and partners).	Head of Communications		December 2006
Compliance with laws and regulations	Procedures will be put in place to ensure departments are fully aware of their responsibilities to inform relevant employees / stakeholder of their responsibilities which applicable statutory obligations come into force.	Chief Legal Services Officers	Key officers within Legal Services have been identified as responsible for liaising with Departmental DMTs to ensure this information is relayed.	Completed / Ongoing
Compliance with laws and regulations	Monitoring procedures will be put in place to provide assurance that departments have effectively implemented the changes in legislation and responsibility for changes in legislation has been formally delegated to a responsible Director (Officer) and that this officer is fully aware of their responsibility to monitor compliance with legislation and report any area of non compliance to the MO.	Chief Legal Services Officers	Key officers within Legal Services have been identified as responsible for liaising with Departmental DMTs to ensure this information is relayed.	Completed / Ongoing

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Having clear responsibilities and arrangements for accountability.	Completion of a policy statement on the ' <i>Governance of council Business Change Programmes and Projects</i> ' setting out the council's commitment to a priority-based 'portfolio management' approach to projects.	Chief Officer (Audit and Risk)	Draft policy statement presented to CMT on 5/9/06. Update report for CGA presented on 27/9/06. Need to consider appropriate body to approve policy (Exec Board?) but will have to be presented along with other elements of DSC.	To be determined
Having clear responsibilities and arrangements for accountability.	Completion of a revised Governance Structure for Managing the council's Business Change Portfolio.	Chief Officer (Audit and Risk)	Progress on this item is linked to that above and to developing the gateway process (see below). Progress on the structures has been limited but is dependent on establishing the gateways. Two away days have been held in to order to establish the gateway process.	To be determined
Having clear responsibilities and arrangements for accountability.	Completion of a ' <i>Leeds Project Gateways Process</i> '	Chief Officer (Audit and Risk)	This has been completed following several workshops and will be included in the PM handbook issued in December.	Dec 2006

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Having clear responsibilities and arrangements for accountability.	Complete revised protocol for the governance of the receipt and publication of audit and inspection reports.	Head of Governance Services	Protocol being consulted on by Corporate Governance Officer Group. Report to CMT Jan 2007 – report to Exec Board for approval Feb 2007.	Feb 2007
Having clear responsibilities and arrangements for accountability	Review governance arrangements for partnerships and develop a governance checklist for use by all partnerships LCC involved with.	Head of Governance Services	Report presented at CMT 05/09/2006	April 2007
Risk Management	Continue to maintain and report on quarterly basis on corporate and departmental risk registers. Corporate register linked to LCC priorities. Reports to go to Corporate Risk Mgt Group and CMT.	Chief Officer (Audit & Risk)	Arrangements in place	Completed / Ongoing
Risk Management	Build risk management into major projects and partnerships.	Chief Officer (Audit & Risk)	Annual report submitted to CGAC 29/6/06. Next update reports for CGAC meetings 31/01/2007 and 25/04/2007. Significant projects reflected in corporate risk register. Detailed risk registers drawn	Completed / Ongoing

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
			<p>up and maintained for a range of key projects.</p> <p>LCC's key partners (Ed. Leeds, the ALMOs and Connexions) all maintain their own registers and report these into LCC via Council's risk mgt processes.</p> <p>Guide to project risk mgt now forms part of DSC PM handbook.</p>	
Risk Management	Provide risk management training to relevant staff and elected members.	Chief Officer (Audit & Risk)	<p>Annual report submitted to CGAC 29/6/06. .</p> <p>Guide to risk mgt built into induction packs for elected members. Specific training has been provided to all members of CGAC and will be provided to <i>all</i> elected members in Jan 07.</p> <p>Risk mgt training has been provided to a large range of key services across the Authority and ALMOs - this will continue to be provided.</p>	January 2007

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Risk Management	Roll out a Business Continuity Management (BCM) Programme across all Council critical services with relevant corporate arrangements.	Chief Officer (Audit & Risk)	<p>Annual report submitted to CGAC 29/6/06. Next update reports for CGAC meetings 31/01/2007 and 25/04/07.</p> <p>All critical services identified across LCC. Critical services currently being further analysed in preparation for drawing up BC plans.</p> <p>Corporate Business Continuity arrangements have been developed for a range of Business Continuity eventualities, including: industrial action; flu pandemic; and Corporate Contact Centre.</p> <p>Corporate BC Plan in development.</p>	
Good Conduct and Behaviour of Officers	To develop and implement an action plan addressing the recommendations of the internal audit report regarding the current arrangements for officers making declarations of gifts and hospitalities.	Head of HR Strategy Helen Grantham	<ul style="list-style-type: none"> • HR Strategy Group have agreed to a way forward. • Trade Unions have been informed of the need to enforce the arrangements in relation to declarations. • Corporate Services and Chief Executives have 	April 2007 (Reporting back to the Standards Committee)

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
			<p>piloted an electronic method of capturing peoples interests and this is to be rolled out to all officers with e-mail access across the Council.</p> <ul style="list-style-type: none"> • Project Group in place - addressing those without e-mail. 	
Informed, transparent decision making	Introduction of new Democratic Services Information System	Head of Governance Services Andy Hodson	Completed	Completed June 2006
Informed, transparent decision making	Develop a corporate information governance strategy	Head of Information and Knowledge Management Lee Hemsworth	Programme Board for progressing this met Sept 06. Draft to be available by Dec 06	March 2007
Informed, transparent decision making	Undertake information audits within the council using ISO-15489 methodology to inform the development of a corporate document and records management programme	Head of Information and Knowledge Management Lee Hemsworth	Ditto above re Programme Board. Proposed pilot service area within SSD to be agreed shortly. Audit Work to commence Jan 07 in pilot area	On-going June 07 (for pilot)
Informed, transparent decision making	Establish corporate metadata standards (including classification)	Head of Information and Knowledge	Ditto above re Programme Board. Metadata standards to be agreed by December to	Dec. 06

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
		Management Lee Hemsworth	inform technical spec for DIP / EDRMS	
Informed, transparent decision making	Develop and seek agreement to a corporate Business Intelligence strategy that informs service design and delivery and monitors achievement.	Head of Information and Knowledge Management Lee Hemsworth	Development work started through performance management project with CRM and SSD. Council Change Programme likely to accelerate strategy development for BI	Strategy finalised by March 2007
Informed, transparent decision making	Develop and agree proposals for establishment of IKM capacity to fit new Council Structure.	Head of Information and Knowledge Management Lee Hemsworth	Proposals to be developed as part of work on DRM and BI. Pilot projects for each to include recommendations on legacy resource/capacity requirements.	Proposals to be available by March 2007
Financial Management	Implement a risk based approach to supporting the levels of reserves.	Chief Officer (Financial Management)	Work completed, will be incorporated into budget report to Council in February 2007	Completed
Financial Management	Develop a process of service prioritisation that will support the realignment of resources to priorities.	Chief Officer (Financial Management)	Ongoing	Ongoing

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Financial Management	Review of the Council's financial management arrangements.	Chief Officer (Financial Management)	<p>The nature of this work is such that it is really an on going activity, and will not produce a single outcome. It encompasses work under the following headings.</p> <ul style="list-style-type: none"> • Integrity • Financial reporting and accountability • Financial processes • Review of support services 	Various/On going
General Awareness and Training	The Council will undertake a survey to assess Members' and officers' understanding of the Council's governance arrangements	Head of Governance Services	<p>Ethical survey was launched Sept 26th 2006. Officers and Members were given until the end of the first week in November to complete their surveys. The Council received 578 responses and the results are now being analysed by the Audit Commission. The results will be reported to the Standards Committee in December 2006 and an action plan completed by the end of February 2007.</p>	Feb 2007