

2010/11 Action Plan

Ref.	Issue	Action/Planned Responsibility	Review
<b>A</b>	<b>Establishing and monitoring the achievement of the Council's objectives.</b>		
A1	Agreed policies exist for most of the work of the HR Learning and Development department, however these need to be kept up to date and some have not been reviewed for several years.	Need to develop a program to review all HR Learning and Development policies periodically (VG).	
A2	The restructure has only recently gone live and the Council will need to keep a watching brief – particularly in areas where there has been widespread change (e.g. in areas such as housing) to ensure that there are no issues.	The Directors will keep a watching brief in consultation with their Heads of Service on the effectiveness of the structure.	
<b>B</b>	<b>The facilitation of policy and decision making.</b>		
C2	The Coalition Government is making regular and significant announcements.	All announcements are being mapped and the relevant Head of Service will consider the impact for the Council.	
<b>C</b>	<b>Ensuring compliance with established policies, laws and regulations.</b>		
	None.		
<b>D</b>	<b>How risk management is embedded in the activity of the Council.</b>		
D2	Not sure all operation risks are currently up to date within HR Learning and Development.	A workshop has been planned to identify all risks in light of the changing political, financial and organisational environment. This will involve Management Board and Heads of Service and is to be facilitated by Zurich (LC).	
D4	BCP is in place however electrical failures require need for back up power supply to	Alternative power supply options have been explored to provided additional resilience to key	

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		ensure continuity of IT and communications.	communications systems (AC/GS).	
<b>F</b>		<b>Ensuring the economical, effective and efficient use of resources and for securing continuous improvement in the way in which functions are exercised.</b>		
	F1	There is not always money available to implement recommendations fully – HR really needs a new database as the current one is not fit for purpose.	Alternative systems and provision of HR and Payroll are being explored by the Business Delivery Unit (AC).	
	F10	Within Housing current vacancies have resulted in some staff areas of work not being progressed as a result.	Restructure will address staffing and capacity (KH).	
	F13	Review required within Housing of signatories post restructure.	All authorisation limits will be reviewed again once the restructure has been fully implemented (LC).	
<b>G</b>		<b>The financial management of the Council and the reporting of financial management.</b>		
	G6	There is awareness of the Medium Term Financial Strategy but training would be helpful on such an important subject.	Financial awareness training currently provided will be extended to include the Medium Term Financial Strategy (LC).	
			Whilst the Council has been prudent in the MTFs, the impact of the Comprehensive Spending Review could have implications and create tensions with partners who may be further affected by the review. This will be initially discussed in a Cabinet report following the CSR. (LC).	
<b>H</b>		<b>The performance management of the Council and the reporting of performance management.</b>		
<b>I</b>		<b>The state of the service operation in respect of the 2009/10 Final Accounts</b>		

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	114	There is a claim regarding the Sports Centre emergency repairs.	Claims will be pursued in the best interests of the Council (PC).	
	18	There are a number of employment tribunals outstanding – further employee relations issues likely to lead to further cases.	Claims will be defended in the best interests of the Council and lessons learnt which can mitigate the occurrence of such issues arising (VG).	

<b>Outstanding issues from 2009/10</b>			
<b>Ref.</b>	<b>Issue</b>	<b>Action/Planned Responsibility</b>	<b>Review</b>
	FOI and Data Protection Awareness	All staff to complete Ivy Soft DP/FOI e-learning modules (VG)	Training requirement set as part of appraisals for 2009/10. Further clarification to be issued via e-mail.
	Terms and Conditions	Need to revise procedures on car parking permits and mobile phones (VG).	This will be picked up with a separate review after the implementation of local pay.
	Management authorisation limits.	Need to review and re-issuing authorisation limits and include within job descriptions (LC).	All authorisation limits will be reviewed once the re-structure has been implemented.
		Obtaining and assuring data from third parties as part of new national BVPIs (RW).	Close liaison with key partners to ensure a thorough understanding of reporting and data quality requirements (RW).