

## ANNUAL GOVERNANCE ACTION PLAN 2025/26

### Notes and key

Each action in the plan is marked with a ‘traffic light’ as follows:

<b>Green</b>	On target
<b>Amber</b>	Off target but action being taken to ensure delivery (where this results in a reviewed target date, this is made clear in the table)
<b>Red</b>	Off target and no action has yet been agreed to resolve the situation
<b>Grey</b>	Complete

**Completed** actions are marked as such in the ‘Date’ column and are shaded grey

This action plan contains actions from the Annual Governance Statement 2022/23 which are coordinated and monitored by the WODC Management Team.

### Key to officers:

#### **Accountable officer (AO)**

**CEO** - Chief Executive: Jane Portman

**CFO** – Deputy CEO and Chief Finance (S.151) Officer: David Stanley

**MO** – Director of Governance (Monitoring Officer): Angela Claridge

#### **Publica Responsible officer (RO)**

**ADHR** - Assistant Director, HR & Governance: Cheryl Sloan

**EDCS** – Executive Director, Corporate Services: Claire Locke

	<b>Key Area of Focus</b>	<b>Planned Actions</b>	<b>Update</b>	<b>Responsible Officer / Date</b>	<b>Status</b>
1	New service delivery models	<ul style="list-style-type: none"> <li>To complete the phase 2 transition of services</li> <li>To ensure new services are embedded into the CDC culture</li> </ul>	<ul style="list-style-type: none"> <li>Phase 2 transition of services successfully completed</li> <li>New CDC People and Culture Strategy adopted and action plan in place and on target</li> </ul>	Chief Executive Officer 31/03/2026	Complete
2	Council Constitution	<ul style="list-style-type: none"> <li>Undertake a full review of the Council's Constitution and Scheme of Delegation to reflect the new service delivery model following phase 2 transfer of services</li> </ul>	<ul style="list-style-type: none"> <li>Review completed following the phase 2 transition of services.</li> <li>Any further changes / updates are taken through the Constitution Working Group</li> </ul>	Director of Governance 31/03/2026	Complete
3	Business Continuity	<ul style="list-style-type: none"> <li>Further develop business continuity plans to ensure they are robust and fit for purpose under the new service delivery model</li> <li>To test the business-critical Business Continuity Plans</li> </ul>	<ul style="list-style-type: none"> <li>A new Business Impact Assessment (BIA) Tool has been tested and is being rolled out across the Council and Publica.</li> <li>Managers have attended training on the new BIA and BCP</li> <li>The BIA will then inform the BCP.</li> <li>This action will roll forward into next financial year. Good progress is being made on the new process, and whilst this is being implemented, existing BCPs continue to be reviewed.</li> </ul>	EDCS 31/03/2026	This will be carried over into next FY

4	Procurement	<ul style="list-style-type: none"> <li>• To ensure officers are trained and competent in the new Procurement Act 2023</li> <li>• To develop a toolkit for use by officers who undertake procurement</li> </ul>	<ul style="list-style-type: none"> <li>• A toolkit has now been completed and is available on the portal.</li> <li>• An update has been published on the internal employee portals including the launch of a new contract register information template e-form for contracts over £5k and updated support pages.</li> <li>• Manager training has now taken place across WODC and Publica</li> </ul>	Business Partner Procurement 31/03/2026	Complete
5	LGR / Devolution	<ul style="list-style-type: none"> <li>• To ensure CDC and our partner organisations are prepared / ready in advance of LGR / Devolution</li> <li>• To place our staff in the best position possible, through training, development and support.</li> <li>• To ensure CDC are in the best financial position possible pre and post LGR / Devolution.</li> </ul>	<ul style="list-style-type: none"> <li>• A LGR programme is in place and work programme have been established across Gloucestershire and CDC are represented on all key work programmes</li> <li>• CDC have considered the proposals for Gloucestershire and are supporting the one Unitary Option.</li> <li>• The three Gloucestershire proposals were submitted to government on 28 November 2025</li> <li>• The Government will be taking a view on the proposals submitted and will make a decision on</li> </ul>	Chief Executive Officer 31/03/2026	In year actions complete. Carry over into next FY

			<p>which best meets their criteria, with a government run consultation running through February and March 2026 with a decision expected in the Summer of 2026.</p> <ul style="list-style-type: none"> <li>• Work is underway with Publica to consider potential options to ensure employees and services are protected.</li> <li>• Training, development and support is being put in place for our employees and partner employees.</li> </ul>		
6	Service Plans	<ul style="list-style-type: none"> <li>• To have service plans in place for all business areas, delivered directly by the council and its partners</li> </ul>	<ul style="list-style-type: none"> <li>• Service plans were put in place for 25/26</li> <li>• CDC services have completed their Service Plans for 2627.</li> <li>• Publica have completed their 2627 Service Plans and are available for CDC to review</li> </ul>	Service / Business Managers 30/06/2026	
7	CDC specific policies	<ul style="list-style-type: none"> <li>• To ensure all CDC specific policies are up to date and comply with relevant legislation</li> <li>• To produce new policies and procedures where required.</li> </ul>	<ul style="list-style-type: none"> <li>• Policies are under continual review and a number of policies which required review, updating or were not in place, have now been completed</li> </ul>	Service / Business Managers 31/03/2026	

8	Internal Audit	<ul style="list-style-type: none"><li>• Ensure all agreed actions are completed and that any issues identified are appropriately followed up</li></ul>	<ul style="list-style-type: none"><li>• Ongoing</li></ul>	Service / Business Managers  31/03/2026	Carry over as standard action
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