

## ANNUAL GOVERNANCE ACTION PLAN 2022/2023

**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

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

This action plan contains actions from the Annual Governance Statement 2021/2022 which are coordinated and monitored by the Local Management Team.

**Key to officers**Responsible officer

Publica Strategic Support Officer - Risk and Compliance: Mike Butler  
 Publica Business Manager for Corporate Responsibility: Claire Hughes  
 Publica Business Manager for Finance: Debra Goodall  
 Publica Senior Procurement Business Partner: Ciaran O'Kane  
 Publica Business Manager for Democratic Services: Andrew Brown

Accountable officer

Monitoring Officer: Angela Claridge  
 Chief Executive: Rob Weaver  
 S.151 Officer: Jo Moore

	Key Area of Focus	Actions	Responsible Officer	Accountable Officer	Completion due by	Progress
1. GREEN	Raising awareness of the contract procedure rules	<ul style="list-style-type: none"> <li>New Contract and Procurement Strategy to be approved and published to all officers, linking to the Contract Procedure Rules</li> <li>Planned audit of contract and procurement by SWAP will cover officer awareness of the contract procedure rules</li> </ul>	Publica Senior Procurement Business Partner  SWAP Audit	S.151 Officer  S.151 Officer	November 2022	Contract and Procurement Strategy to be presented to Cabinet for approval in the Autumn.
2. GREEN	Member development	<p>A training programme for Members to be developed</p> <ul style="list-style-type: none"> <li>A training programme is to be developed in conjunction with West Oxfordshire and the Forest of Dean District Councils.</li> </ul>	Publica Business Manager for Democratic Services	Monitoring Officer	May 2023	<p>Commitment from political and managerial leadership to member development, with the member champion continuing to work with lead officers for councillor development (Director of Governance &amp; Development and Business Manager, Democratic Services) in championing development opportunities.</p> <p>Delivery of a range of learning &amp; development events linked to corporate objectives, topical subject areas and functions to meet various needs, across a range of communication methods.</p>

						<p>Designated budget for Member development.</p> <p>Regular discussions with political groups to establish training needs and promote events.</p> <p>Member survey planned to inform the work programme</p>
3. GREEN	Budget management	<ul style="list-style-type: none"> <li>Review of approvers on 'Business World' to ensure only the approved budget holder (or line manager) is able to approve spending.</li> </ul>	Publica Business Manager for Finance	S.151 Officer	March 2023	Included as part of a bigger review on Business World
4. GREEN	Risk management training	<ul style="list-style-type: none"> <li>Training package to be finalised and rolled out.</li> <li>Full training package and other material covering the risk and opportunity guidance to be published on the Publica portal.</li> <li>Planned audit of risk and opportunity management by SWAP will cover officer awareness of guidance.</li> </ul>	<p>Publica Strategic Support Officer - Risk and Compliance</p> <p>SWAP Audit</p>	<p>S.151 Officer</p> <p>S.151 Officer</p>	<p>October 2022</p> <p>October 2022</p>	Following the appointment of the new Learning and Development Manager work on developing a training package is now underway.

5. GREEN	Compliance with audit recommendations	<ul style="list-style-type: none"> <li>Improved reporting of outstanding audit recommendations to Local Management Team, Audit Committee and Publica's Audit Risk and Compliance Committee (ARAC).</li> </ul>	Publica Executive Director/ SWAP Audit	Chief Executive	December 2022	Outstanding recommendations are a regular feature on the local management team agenda.
6. GREEN	Business Continuity Plans development and testing	<ul style="list-style-type: none"> <li>Completion of Business Impact Analysis</li> <li>Revised strategic and tactical plans to be developed</li> <li>Review of all operational plans prior to a complete desktop exercise</li> <li>New programme and plans to be approved</li> </ul>	Publica Business Manager for Corporate Responsibility	Chief Executive	October 2022	<p>Business Impact Analysis is almost complete and revised plans are being developed.</p> <p>Operational plans are being updated.</p> <p>Testing of the plans is scheduled for 3 October 2022</p> <p>SWAP is currently undertaking a Business Continuity Audit.</p>

#### ACTIONS BROUGHT FORWARD FROM 2021/2022

	Key Area of Focus	Actions	Responsible Officer	Accountable Officer	Completion due by	Progress
I. AMBER	Procurement and contract management.	Ensure all contract conditions are being monitored and fulfilled.	Publica Senior Business Manager for Procurement	Chief Executive	March 2002	A training plan is currently being developed internally.

2. C L O S E	Constitution and officer schemes of delegation.	A training programme for Members to be developed.	Monitoring Officer	Monitoring Officer	C/F TO 2022/2023	Outstanding - training programme being developed in conjunction with WODC & FoDDC.  <b>This has been closed as this is now item 2 in the 2022/23 action plan</b>
3. A M B E R	Operational Risks.	Governance Group to carry out a quarterly review of operational risk registers to ensure that they are being appropriately populated and that emerging high level risks are being escalated to strategic/corporate register.	Publica Business Manager for Corporate Responsibility	Chief Executive	C/F TO 2022/2023	Although a new policy and guidance has been put in place, there is still a need to improve the processes of escalating and monitoring risks and opportunities. Therefore, risk and opportunity management will remain as an area of focus for improvement in the 2022/2023 AGS Action Plan.
4. C L O S E	Budget management	Review of approvers on 'Business World' to ensure only the approved budget holder (or line manager) is able to approve spending.	Publica Business Manager for Finance	S.151 Officer	C/F TO 2022/2023	Included as part of a bigger review on Business World  <b>This has been closed as this is now item 3 in the 2022/23 action plan</b>

<p>5. A M B E R</p>	<p>Project and programme management.</p>	<p>High level project risks to be escalated to Strategic/Corporate register.</p>	<p>Publica Strategic Support Officer - Risk and Compliance</p>	<p>Chief Executive</p>	<p>C/F TO 2022/2023</p>	<p>Much progress has been made but there is a recognition that there is still work to be done in order to ensure that project risks are identified and escalated, that project reporting is timely, complete and the depth of underlying project information is consistent across all projects.</p>
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