ANNUAL GOVERNANCE ACTION PLAN 2023/24

COTSWOLD DISTRICT COUNCIL

Notes and key

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

Green	On target
Amber	Off target but action being taken to ensure delivery (where this results in a reviewed target date, this is made clear in the table)
Red	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 2022/23 which are coordinated and monitored by the WODC Management Team.
Key to officers:

Accountable officer (AO)

CEO - Chief Executive: Robert Weaver

CFO - Chief Finance (S.151) Officer: David Stanley

MO - Monitoring Officer: Angela Claridge

Publica Responsible officer (RO)

BM Gov - Business Manager - Business Continuity, Risk and Governance: Cheryl Sloan

BM Fin - Business Manager - Finance: TBC

BM Comm - Business Manager - Communications and Marketing Mark Pritchard

BM HR - Business Manager - People: John Llewellyn

BP Proc - Senior Procurement Business Partner: Ciaran O'Kane

	Key Area of Focus	Planned Actions	Responsible Officer	Completion due by	Progress
1	Raising awareness of the contract procedure rules	● The new Contract and Procurement Strategy will be approved July 2023. A priority this year will be to rollout Management Training to ensure this new strategy is understood and embedded.	BP Proc	31/03/24	This is still going through the approval channels at one other partner Council. Once approved, training will then be rolled out
2	Financial Management	● To review the financial procedure rules and financial processes to be completed in 2023/24 against the CIPFA Financial Management Code.	Director of Finance & Section 151	31/03/24	No update to provide.
3	Risk Management	● To rollout the Risk Management Training to all relevant officers (Launched in May 2023) ● To build risk management into the new Leadership and Development Training ● To ensure the existing risk policy and process enables effective reporting, escalation and mitigation.	BM Gov	31/03/24	Risk management training was launched in May 2023. New portal pages are now live for Risk Management. The new leadership training is in the early stages. A lot of work has been undertaken to ensure that Risks are identified, escalated, and mitigated. This now feeds into the Risk Group and through the BM for Governance. Work is being undertaken to review the CDC Strategic Risk Register to ensure it captures the Strategic Risks for the organisation.

4	Emergency Planning	- To further increase community resilience in line with the new Resilience Framework, published in December 2022. - To further develop our Emergency Response Framework by putting in place a Locality Response Team for Cotswold District Council who are trained and able to respond in the event of a significant local incident. - To ensure Statutory Officers are trained and competent in their role as Gold (Strategic) Commander in the event of a significant local incident, and relevant officers are trained in Silver (tactical) and Bronze (operational response). - To ensure the Safety Advisory Group considers any implications from Martyn's Law when considering planned events.	BM Gov	31/03/24	Advice and support is provided to interested communities as and when requested. The LRF are looking at how communities can become more involved. Locality Teams have been identified and further meetings are scheduled for September / October to firm up arrangements. Details of training for the MAGIC (multi agency gold incident command) course have been circulated and a representative from CDC is attending. JESIP training has been scheduled for November 23 for all relevant staff. This is ongoing. Work is being undertaken with the LRF to ensure we are sighted on changes.
5	Portal Content Management	To review the Publica Portal content to ensure it is up to date, and includes the latest versions of all policies and procedures	BM Comm	31/03/24	This work is currently in-train. New portal pages are currently being produced which include the relevant policies. This is being progressed, with the majority of pages ready to go live in September / October.

6	Business Continuity	• To further develop Business Continuity Processes to ensure they are robust and fit for purpose • To test the business critical Business Continuity Plans in 2023/24	BM Gov	31/03/24	One of the Emergency Planning team is going on BCP training in Autumn to add additional resilience. Following which there will be a full review of the Business Continuity documentation, including BCP's and Corporate Recovery Plan. Due to timing, it is likely that the review and new BCPs will not be in place until March 24 and testing will take place after the review, which may be slightly off the target of March 24.
7	New HR Policies	• Rollout a new and revised suite of HR policies in 23/24 • Ensure Managers are trained in the use of the new policies	BM HR	31/03/24	A suite of HR Policies has been reviewed and approved by Cabinet, with a further suite due later in the FY. As HR policies are approved across the three partner Council's, training will be rolled out to Managers.
8	LGA Peer Review and Support	• Complete the action plan from the October 2022 LGA Peer Review	CEO	31/03/24	This work is ongoing.
9	Review of service delivery model	• Conduct a review of future service delivery options to make sure the solutions needed for the council to achieve financial stability can be achieved, given the MTFS shortfall over the years ahead. This review will	CEO	31/03/24	Human Engine have been appointed to complete a review of Publica. This will review certain services and wider company Governance. The review commenced in August, and due to holidays and one of the consultants being poorly, the review is

		examine the priorities for service delivery options and transformation.			running 6-weeks behind the proposed timescales. The draft findings are now due circa November 2023.
10	Internal Audit Recommendations	● To address the recommendations made by Internal Audit and subsequently improve the Audit Opinion for 23/24.	Director of Finance & Section 151	31/03/24	This work is ongoing.
11	Constitution Review	● To address recommendations from the External Auditor value for money review	Director of Governance & Development (Monitoring Officer)	31/03/24	This work is ongoing. Scheduled to complete a review of the Employee Code of Conduct by December 2023