

ANNUAL GOVERNANCE ACTION PLAN 2023/24



Notes and key

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

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| 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 |
| Complete | Action has been completed |

This action plan contains actions from the Annual Governance Statement 2023/24 which are coordinated and monitored by the CDC 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

Publicly Responsible officer (RO)

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

BM Fin - Business Manager - Finance: Michelle Burge

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 |
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| 1 | Raising awareness of the contract procedure rules | <ul style="list-style-type: none"> The new Contract and Procurement Strategy will be approved July 2023. A priority this year will be to rollout Management and Officer Training to ensure this new strategy is understood and embedded. | BP Proc | 31/03/24 | The new Contract and Procurement strategy has been approved by all partner Councils. Briefing notes have been issued and a presentation provided to all Business Managers on their responsibilities under the new strategy. |
| 2 | Financial Management | <ul style="list-style-type: none"> 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 Moved to 31/03/25 | <p>The Publica review and transition process will influence the timing and nature of any review of financial procedures and processes.</p> <p>This action will therefore carry over into next financial year and will need a more incremental approach when structures and timings are agreed.</p> |
| 3 | Risk Management | <ul style="list-style-type: none"> 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 | <p>Risk management training was launched in May 2023. New portal pages are now live for Risk Management.</p> <p>The new leadership training is now on-hold due to the proposed changes in Publica and Council delivery models.</p> |

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| | | | | | <p>A lot of work has been undertaken to ensure that Risks are identified, escalated, and mitigated. Risk is now taken to all SMT meetings.</p> <p>The new CDC Risk Register was presented to Audit and Governance Committee in November 2023 and work is now being completed on the Risk Policy which will be presented early in the new Financial Year.</p> |
| 4 | Emergency Planning | <ul style="list-style-type: none"> 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 | BM Gov | 31/03/24 | <p>Advice and support is provided to interested communities as and when requested. A stronger LRF bid is currently at its final stages which will include a Business and Community role.</p> <p>New Locality based response teams are now in place for coordination and rest centre management. Regular meetings are in place with the volunteers. JESIP training has been completed and further training is scheduled for the Coordination Team, Rest Centre Team and Duty Manager / Officer</p> <p>JESIP training was completed in November 23 for all relevant staff. An overview of Emergency Planning responsibilities was</p> |

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| | | <p>significant local incident, and relevant officers are trained in Silver (tactical) and Bronze (operational response).</p> <ul style="list-style-type: none"> To ensure the Safety Advisory Group considers any implications from Martyn's Law when considering planned events. | | | <p>delivered to Statutory Officers. Duty Officer and Manager refresher training scheduled.</p> <p>This is ongoing. Work is being undertaken with the LRF to ensure we are sighted on changes. A Gloucestershire Event Partnership Safety Group has been formed to bring together all Safety Advisory Group Chairs and Category One responders to share best practice. The first meeting was held in November.</p> |
| 5 | Portal Content Management | <ul style="list-style-type: none"> 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 | Dec 23 | <p>Portal pages are now complete and live. This is now 'business as usual' with updates being made as and when requested by services who own each of their portal pages.</p> <p>Staff portals will need to be reviewed in light of the Publica Review and will be likely that each council will need their own portal as staff are taken back in-house and therefore each council will need its own internal comms.</p> |

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| 6 | Business Continuity | <ul style="list-style-type: none"> ● 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 | <p>The Emergency Planning Officer has now completed BCP training, and a plan is being developed to review the Business Continuity policy to identify any additional areas for improvement. A rolling programme of BCP updates has been agreed for next financial year to enable a more detailed review of service area Business Impact Assessments and Business Continuity Plans. This action will be carried over into next financial year.</p> <p>The IT BCP was recently tested through an internal audit which assumed a successful cyber-attack and the off-premise rebuild of a business critical IT system.</p> |
| 7 | New HR Policies | <ul style="list-style-type: none"> ● 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 | <p>A suite of HR Policies has been reviewed and approved by Cabinet, with a further suite due later in the year.</p> <p>As HR policies are approved across the three partner Councils training will be completed.</p> |
| 8 | LGA Peer Review and Support | <ul style="list-style-type: none"> ● Complete the action plan from the October 2022 LGA Peer Review | CEO | 31/03/24 | <p>A detailed action plan is in place to address the key areas for improvement as</p> |

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| | | | | | <p>recommended in the October 2022 LGA peer review.</p> <p>A Peer Review progress meeting was held on 30 November 2023, which provided an overview of the work completed to date against the recommendations: -</p> <ul style="list-style-type: none"> • Governance – ensure arrangements are robust • Overview & Scrutiny – role and committee • Training & development for elected members • Address the financial challenges – including due diligence • Consider Recovery Investment Strategy • Ensure a cohesive and respectful workplace • Consider delivery of ambitions and priorities through Publica <p>The large majority of actions have been completed or are on target for completion. Some actions, such as the Publica Transition, will carry over into 2024/25.</p> |
| 9 | Review of service delivery model | <ul style="list-style-type: none"> • Conduct a review of future service delivery options to make sure the solutions needed for the council to achieve financial stability can be | CEO | 31/03/24 | A review was completed by Human Engine with the report and recommendation taken |

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| | | <p>achieved, given the MTFS shortfall over the years ahead. This review will examine the priorities for service delivery options and transformation.</p> | | | <p>to Cabinet on 2/11/23 and Full Council on 22/11/23.</p> <p>Programme Director has been appointed and is due to start w/c 22 January 2024</p> <p>Local Partnerships have been commissioned to deliver a transition framework – this will report back to Cabinet and Council during March and April 2024.</p> <p>Officer Transition Board established along with 4 key workstreams covering Finance, Legal, HR and Communications.</p> |
| 10 | Internal Audit Recommendations | <ul style="list-style-type: none"> 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. An update on the Internal Audit recommendations and progress is presented by the Assistant Director, SWAP at Audit and Governance Committee on a 6-monthly basis. |
| 11 | Constitution Review | <ul style="list-style-type: none"> To address recommendations from the External Auditor value for money review | Director of Governance & Development (Monitoring Officer) | 31/03/24 | The Constitution Working Group has an ongoing work programme, meeting on a regular basis to review and update the Council's Constitution. Their next meeting is scheduled for 5th March 2024. Since January 2023 a number of amendments and additions have been agreed, including the Executive/Scrutiny Protocol; Protocol |

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| | | | | | for Electronic Voting; Protocol for Independent Cabinet Member Decision Making; enhanced transparency in relation to the management of public questions; updated Members Code of Conduct; Monitoring Officer Protocol & updated Budget Protocol. |
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