

# Governance Action Plan 2018-19 Progress Review

# Appendix C

	<b>Actions</b>	<b>Milestones</b>	<b>Date</b>	<b>Lead Officer(s)</b>	<b>Progress</b>
<b>1</b>	Develop Workforce Strategy	Report to Management Team	December 2018	HR Business Advisor	In progress – due to complete Sept 2019 following incorporation of April 2019 staff engagement survey feedback
<b>2</b>	Adapt draft HR policies to new arrangements and clear drafts for use. Provide briefings to relevant staff.	Policies completed  Policies agreed  Briefing arranged	May 18  June 18  July 18	HR Business Advisor	In progress – first drafts of half of all policies sent to MD for review. Amendments to be made and the remainder of the policies to be sent to MD.
<b>3</b>	New performance indicators to be considered.	Indicators to be agreed by Cabinet	Dec 18	Policy and Corporate Support Manager	The indicator set was reviewed and it was decided not to produce any new indicators
<b>4</b>	Add operation risks to performance system and include reviews on agenda at Director/Service Manager meetings.	Risks to be added to the performance system after next Review  Risks to be discussed at meetings	Dec 18  Immediate	Financial Services Manager	Process started but now pending risk process review led by Audit Manager.  Risks being discussed with Directors and at Management Team Meetings.
<b>5</b>	Preparation to be put in place for comprehensive member training after next election	Report to Management Team	Dec 18	Democratic Services Manager	A comprehensive induction programme has been put in place including training for all new Members and Parish Councillors on the Member Code of Conduct and Use of Social Media. The programme for DBC Members also covers Planning/

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					Development Control, Licensing and Data Protection. Training will be provided by expert external providers and senior officers.
<b>6</b>	Update Policies and Procedures for GDPR compliance	Report to Management Team	25 May 18	Head of Legal Services/ All staff	In place and subject to on-going reviews
<b>7</b>	Business continuity arrangements to be reviewed particularly around homeworking	Report to Management Team	December 18	ICT Manager	Key officers are now set up with VMWare View to enable employees to work from home. The Disaster Recovery Centre at Fairfield is now up and running and has been tested. An upgrade to the telephone system is planned which will enable the continued use of the telephone lines were the DR Centre to be brought into action. Further arrangements to be finalised around where those staff who need to be located locally should be based in the event of the Civic Centre being out of action
<b>8</b>	Complete Cyber Security Action Plan as presented to Audit Board in Jan 2017	Report to Management Team	June 18	ICT Manager	A detailed LGA cyber security self-assessment has now been completed and an action plan drawn up. The Council has received funding to enable training on cyber awareness for all staff and members. This training will take place during 2019/20.