

Governance Action Plan 2019-20 Review

Annex 1

Ref	Action	Link to Code & Framework	Co-ordinating Officer	How will success be measured?	Update
1	Continue work to update and circulate the suite of HR policies	Principles A, E, F, G	HR Manager	<ul style="list-style-type: none"> Approval of new Policies Publication of each Policy Training & awareness for staff and managers 	Key policies renewed including urgent policy updates for Covid-19.
2	Develop and implement the workforce strategy & value framework	Principles A, E, F, G	HR Manager	<ul style="list-style-type: none"> Strategy created and adopted Communication and engagement plan to support rollout 	In progress
3	Review and update the FOI system and processes	Principles B, F, G	Head of Legal Services	<ul style="list-style-type: none"> Current system and processes have been reviewed and updated to ensure all FOIs are logged and to ensure that the Information Commissioner's best practice reporting requirements are met Training and rollout across the Council 	New system in place and training provided.
4	Review of performance indicators and reporting / monitoring arrangements – effectiveness of management oversight, intervention and link to objectives	Principles D, F	Audit Manager	<ul style="list-style-type: none"> Updated reports focussing on outcomes and objectives Greater oversight and support to achieve outcomes 	Audit manager left organisation. Item outstanding.
5	Asset Management review and associated actions planning and tracking	Principles C, E	Head of Legal Services	<ul style="list-style-type: none"> Delivery of Asset Management Strategy action plan 	To be delivered between May and July 2020
6	Review of staff appraisals, training and induction (focus on continuous improvement)	Principles A, E	HR Manager	<ul style="list-style-type: none"> Creation of new appraisal process Rollout and training for all Officers Monitoring and reporting outcomes 	Process reviewed, decision made not to change system at this time.
7	Ongoing update of Business Continuity Plans – including	Principle F	Strategic Director (Internal)	<ul style="list-style-type: none"> Contingency planning and tests 	Plans up to date and Brexit

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	Civic building, and Brexit planning			<ul style="list-style-type: none"> undertaken Ongoing liaison with Kent Resilience Forum Review of IT disaster recovery arrangements 	planning. Plans implemented successfully during Covid 19 situation.
8	Create a Member development and training programme	Principle E	Democratic Services Manager	<ul style="list-style-type: none"> Delivery of Member induction / development sessions Development plans devised for key Boards/Committees 	Full programme of Member induction events held. Training provided for the Planning and Licensing committees, Treasury Management Panel, and an ongoing training programme for the Audit Board. GDPR training also provided to all Members.
9	Refresh and rollout of the risk management framework (strategic level risks and operational)	Principles A, F, G	Audit Manager	<ul style="list-style-type: none"> Strategic & operational risk registers in place Key risks escalated and reported Risk themes are strategies monitored 	Pending, given Audit Manager change.
10	Cyber security and awareness	Principle F	Strategic Director (Internal)	<ul style="list-style-type: none"> Delivery of specific training and monitoring of outcomes 	Training rolled out across organisation
11	Review of Health & Safety arrangements	Principle F	Strategic Director (Internal)	<ul style="list-style-type: none"> Delivery of the Health & Safety Improvement Plan 	Plan agreed by MT and progress being monitored by the Corporate Wellbeing Group