

Appendix 2: Action plan for improvement following review of effectiveness of governance arrangements (2019/20)

		Who	Date	Update
1	<p>Annual Review of Corporate Governance</p> <p>At the end of the year, the Council will produce its statement on governance, which includes end of year assurance statements by Assistant Directors/Chief Officers and internal audit's opinion report</p>	Monitoring Officer	May 2020	Completed - The Assurance Statements have been completed.
2	<p>Governance Arrangements</p> <p>To keep under review, the Council's governance arrangements.</p>	Monitoring Officer	March 2020	<p>Work in progress – This is continuously under review.</p> <p>Members have set up a Governance working group to discuss and review future governance arrangements.</p>
3	<p>Transformation Project</p> <p>To keep under review the project's governance framework for accountability and responsibilities, ensuring that project decision making is robust, logical and that the project provides value to the organisation.</p>	Director of Transition and Transformation	March 2020	Completed - The Transformation programme has continued and a number of new initiatives have been put in place. The programme itself is overseen by the Transformation Board containing the most senior officers in the Council. Regular updates are provided to the portfolio holder and the Leader and there has been a Cabinet report in February giving an update and overview of the programme.
4	<p>Data Retention Policy and General Data Protection Regulation:</p> <p>To keep under review, the Data retention policy and the new General Data Protection Policy.</p>	Monitoring Officer	March 2020	Completed – This area of work is kept under the review by the Data Protection Officer.

5	<p>Review of Corporate Risk Policy for the Council:</p> <p>Encourage all services to have up to date Departmental / Project Risk Registers that comply with the Corporate Policy.</p> <p>Undertake the annual review of the Policy alongside the Audit & Governance Committee and make recommendations to Cabinet.</p>	Director – Corporate Services	March 2020	<p>Completed - Both A&G and Cabinet have considered an update to the policy framework for Risk Management and adopted a revised Policy to ensure it remains fit for purpose.</p> <p>The majority of departments & projects have developed their own risk registers based on the framework developed, these will require constant updating to remain current, and particularly require update now to reflect the pandemic and recovery period.</p>
6	<p>Performance Management Framework:</p> <p>A revised performance management framework that reflects the principles and new ways of working associated with the Transformation project will produced for CLT consideration by July 2019.</p>	Performance & Improvement Specialist	July 2019	<p>Completed – The revised framework was presented to CLT for consideration. A further review of the framework will take place during 2020/21 once the new Corporate Plan is adopted.</p>
7	<p>Folkestone & Hythe Accelerated Delivery Board:</p> <p>Existing governance arrangements will need to be reviewed and approved by CLT.</p>	Chief Economic Development Officer	October 2019	<p>Not completed - This review will be led by the new Director of Place in 2020/21.</p>