

APPENDIX 1: Action plan for improvement following review of effectiveness of governance arrangements 2020/21

	Action	Who	Date	Progress 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 2021	<p>This will be actioned by May 2021.</p> <p>The Assurance statement will be sent out after 31 March 2021.</p>
2	<p>Governance Arrangements</p> <p>To keep under review, the Council's governance arrangements.</p>	Monitoring Officer	March 2021	This is ongoing and will be kept under review throughout the year.
3	<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 2021	This is ongoing and will be kept under review throughout the year.
4	<p>Review of the Overview & Scrutiny Committee function</p> <p>To implement the revised governance and working arrangements of the committee.</p>	Monitoring Officer	Ongoing	Changes have been made to the working practices of the Overview and Scrutiny committee. Changes have already been implemented and approved by Members and will be kept under review throughout the year.
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 &</p>	Director of Corporate Services	March 2021	<p>Work to develop departmental risk registers is ongoing.</p> <p>The annual review of the policy framework is to be considered in March and April.</p>

	Governance Committee and make recommendations to Cabinet.			
6	<p>Financial Management Code</p> <p>Review and assess conformity with the CIPFA Statement of Principles of Good Financial Management, raise awareness in the organisation and make appropriate changes to processes to ensure compliance with the Financial Management Code for 2020/21.</p>	Lead Accountant & Monitoring Officer	April 2021	<p>Detailed work has not been undertaken on this during 2020/21 due to the increased workload and change in priorities as a result of the pandemic.</p> <p>The first full year of compliance is 2021/22 and local authorities should be able to demonstrate by 31 March 2021 that they are working towards full implementation of the Code.</p> <p>The Council already has strong governance and internal control processes in place which align with the six financial management standards set out in the Financial Management Code so it is not felt that there is a risk of non-compliance. A detailed review of the standards will be carried out in the coming months to ensure that the Council's processes satisfy the principles of good financial management.</p>
7	<p>Folkestone & Hythe Accelerated Delivery Board:</p> <p>Existing governance arrangements for the board will be reviewed in light of the council's approach to COVID-19 recovery and new Corporate Plan.</p>	Corporate Director of Place	March 2021	In light of the creation of Otterpool Park LLP the role of the Folkestone & Hythe Accelerated Delivery Board is being reviewed in order to ensure that effective support is in place across the district to support the delivery of strategic-level growth priorities.

8	<p>Performance Management Framework</p> <p>The existing Performance Management Framework will be reviewed to ensure it aligns with the strategic objectives of the new Corporate Plan.</p>	<p>Performance & Improvement Specialist</p>	<p>March 2021</p>	<p>The new corporate plan 2021-30 is due to be adopted by Cabinet and Full Council in February. Work will then be under taken to refresh the Performance Management Framework to ensure it's in line with the new strategic objectives and priorities.</p> <p>The updated framework will then be put forward for Overview & Scrutiny Committee and Cabinet consideration.</p>
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