

**APPENDIX 1: Action plan for improvement following review of effectiveness of governance arrangements 2021-22**

	<b>Action</b>	<b>Who</b>	<b>Date</b>	<b>Progress Update</b>
1	<p><b>Annual Review of Corporate Governance</b></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 2022	<p>The review of corporate governance has been completed for year 2020/2021</p> <p align="center"><b>Status: Complete</b></p>
2	<p><b>Governance Arrangements</b></p> <p>To keep under review, the Council's governance arrangements. As part of this review the Governance Working Group will continue to examine this topic.</p>	Monitoring Officer	March 2022	<p>This is a matter which is being kept under ongoing review.</p> <p>An update report will be presented to the February Full Council meeting providing Councillors with an update on the work carried out by the Working Group. Members will then be asked during the May Full Council meeting to make a decision on whether they wish to change/amend the Governance Arrangements.</p> <p align="center"><b>Status: Ongoing</b></p>
3	<p><b>Data Retention Policy and General Data Protection Regulation</b></p> <p>To keep under review, the Data retention policy and the new General Data Protection Policy.</p>	Monitoring Officer	March 2022	<p>The Data Retention Policy is currently being reviewed and will be updated as required.</p> <p align="center"><b>Status: In Progress</b></p>
4	<p><b>Review of the Overview &amp; Scrutiny Committee function</b></p> <p>To keep under review the governance and working arrangements of the committee.</p>	Monitoring Officer	Ongoing	<p>Changes have been made the working arrangements of the Overview and Scrutiny Committee. The changes have resulted in stronger pre-decision scrutiny through a clear well planned and</p>

				articulated work plan which helps deliver greater inclusiveness and representation.  <b>Status: Ongoing</b>
<b>5</b>	<b>Review of Corporate Risk Policy for the Council:</b>  Encourage all services to have up to date Departmental / Project Risk Registers that comply with the Corporate Policy.  Undertake the annual review of the Policy alongside the Audit & Governance Committee and make recommendations to Cabinet.	Director of Corporate Services	March 2022	The review of the Corporate Risk Policy has taken place and the update policy will be presented to Audit & Governance Committee on 16 <sup>th</sup> March 2022.  <b>Status: In Progress</b>
<b>6</b>	<b>Financial Management Code</b>  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 2021/22.	Lead Accountant & Monitoring Officer	October 2021	Work on assessment is currently underway and anticipated to be concluded by 31 March 2022  <b>Status: In Progress</b>
<b>7</b>	<b>Folkestone &amp; Hythe Accelerated Delivery Board:</b>  Existing governance arrangements for the board will be reviewed in light of the council's approach to COVID-19 recovery and the new Corporate Plan (with due consideration of key strategic projects such as Otterpool Park and Folkestone Town Centre Place Plan).	Corporate Director of Place	March 2022	The Folkestone & Hythe Accelerated Delivery Board will be replaced with a new 'Folkestone Town Centre Partnership Board' by agreement of the Leader of the Council. The new board will come into effect in April 2022 and will provide support to the Council's Levelling Up Bid for Folkestone Town Centre.  <b>Status: In Progress.</b>
<b>8</b>	<b>Otterpool Park LLP Assurance Framework</b>			The Assurance Framework has been

	<p>Conclude the work being undertaken on the assurance framework and governance arrangements between FHDC and Otterpool Park LLP</p>	<p>S151/ Monitoring Officer</p>	<p>Autumn 2021</p>	<p>established by the Council's Statutory Officers. The framework is in place to support the delivery of the Otterpool Park LLP business plan. It is a framework to guide consideration of corporate governance and matters arising and will be reported to Members as required. The framework is reviewed on a 6 monthly basis to ensure it is aligned with the Otterpool Park LLP business plan and Council decisions</p> <p style="text-align: right;"><b>Status: Completed</b></p>
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