

**APPENDIX 2: 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: Completed</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 matter was formally reported to Full Council in May 2022 and Members were asked to make a decision on this matter.</p> <p>It was decided by Full Council that no change be made to the system of Governance.</p> <p align="center"><b>Status: Complete</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 a live document and will be updated as and when there is something new to be added or detail to be amended.</p> <p>The responsibility for the overarching policy lies with the Data Protection Officer. A recent request was sent out to all managers to review their own retention schedules within this policy and check whether they need to be updated to suit their current business needs.</p> <p align="center"><b>Status: Ongoing</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 articulated work plan which helps deliver greater inclusiveness and representation.</p> <p><b>Status: Ongoing</b></p>
5	<p><b>Review of Corporate Risk Policy for the Council:</b></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 &amp; Governance Committee and make recommendations to Cabinet.</p>	Director of Corporate Services	March 2022	<p>The review of the Corporate Risk Policy has taken place and the update policy was presented to Audit &amp; Governance Committee on 16<sup>th</sup> March 2022 and agreed by Cabinet on 23 March 2022.</p> <p><b>Status: Completed</b></p>
6	<p><b>Financial Management Code</b></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 2021/22.</p>	Lead Accountant & Monitoring Officer	October 2021	<p>Action plan presented to CLT in March 2022. Consideration needed as to how this is to be shared with Members and how to facilitate awareness sessions/training with all staff.</p> <p><b>Status: In Progress</b></p>
7	<p><b>Folkestone &amp; Hythe Accelerated Delivery Board:</b></p>	Corporate Director of Place		<p>The Folkestone &amp; Hythe Accelerated Delivery Board has been replaced with a new 'Folkestone Town Centre</p>

	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).		March 2022	Partnership Board' by agreement of the Leader of the Council. The new board came into effect in April 2022 and will provide strategic leadership required to deliver transformational and sustainable place shaping interventions for Folkestone town centre.  <b>Status: Completed.</b>
8	<b>Otterpool Park LLP Assurance Framework</b> Conclude the work being undertaken on the assurance framework and governance arrangements between FHDC and Otterpool Park LLP.	S151/ Monitoring Officer	Autumn 2021	The Assurance Framework has been 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  <b>Status: Completed</b>