

**APPENDIX 2: Action plan for improvement following review of effectiveness of governance arrangements 2022-23**

	<b>Action</b>	<b>Who</b>	<b>Date</b>	<b>Progress Update</b>
<b>1</b>	<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 Directors, Assistant Directors/Chief Officers and internal audit's opinion report.</p>	Monitoring Officer and S.151 officer	May 2023	<p>The review of Corporate Governance has been completed for year 2022/2023, this document will remain live and under review until the accounts are signed.</p> <p>The annual review of governance for 2023/24 will be undertaken in early 2024.</p> <p><b>Status: Completed</b></p>
<b>2</b>	<p><b>Governance Arrangements</b></p> <p>To keep under review the Council's governance arrangements, making any necessary improvements in response to the reported potential breaches that are investigated throughout the year.</p>	Monitoring Officer	March 2023	<p>This is a matter which is being kept under ongoing review.</p> <p><b>Status: Ongoing</b></p>
<b>3</b>	<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 ensuring Officers and Members of the council are aware of their responsibilities.</p>	Monitoring Officer	March 2023	<p>The Data Protection Policy and the General Data Protection Policy are being kept under review and will be updated as necessary.</p> <p><b>Status: Ongoing</b></p>
<b>4</b>	<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>The governance arrangements of the Overview &amp; Scrutiny Committee is an ongoing action that will be kept under review.</p> <p><b>Status: Ongoing</b></p>

5	<p><b>Financial Management Code</b></p> <p>Raise awareness in the organisation of the CIPFA Statement of Principles of Good Financial Management.</p>	<p>Chief Financial Services Officer &amp; Monitoring Officer</p>	<p>December 2022</p>	<p>This work will be undertaken in late 2023, as part of a suite of training to be delivered to officers.</p> <p><b>Status: Not Completed Scheduled to be completed by December. 2023.</b></p>
7	<p><b>Otterpool Park Governance Arrangements</b></p> <p>Periodically review the assurance framework and governance arrangements between FHDC and Otterpool Park LLP to ensure they reflect the needs of the Council.</p>	<p>S151/ Monitoring Officer</p>	<p>Autumn 2022</p>	<p>Work is underway to review the Governance Arrangements and early discussions have happened with the LLP. The Assurance framework has been reviewed by the Monitoring Officer and S.151 officer and is being kept under review. Similarly, the Governance arrangements for Otterpool are being kept under review by the relevant officers.</p> <p><b>Status: In Progress</b></p>
8	<p><b>Development of the new Programme Management Office Function:</b></p> <p>To implement and develop a programme management office approach across all of the Council's major projects to provide standardised reporting, consistency and governance oversight across all projects.</p>	<p>Programme Management Lead Specialist</p>	<p>March 2023</p>	<p>Work has commenced, with the broad framework having been established but not yet widely rolled out. Function is under review due to funding availability.</p> <p><b>Status: On-hold until Programme Management Lead Specialist appointed</b></p>
9.	<p><b>Review of the Partnership Policy</b></p> <p>To review and update the Council's Partnership Policy to ensure it's reflective of current working practices.</p>	<p>Performance &amp; Improvement Specialist</p>	<p>October 2022</p>	<p>The work on reviewing the Partnership Policy has been concluded. Minor changes were made to the policy and signed off by the Portfolio Holder in April 2023. The updated policy has now been published on the Council's website, staff Intranet and circulated to all service leads.</p> <p><b>Status Completed.</b></p>