

Cheltenham Borough Council
Audit Committee – 12 January 2011
Monitoring of Action Plans approved by the Council

Accountable officer	Andrew North, Chief Executive
Accountable scrutiny committee	Economy and business improvement
Ward(s) affected	None directly
Executive summary	<p>On 22nd March 2010, the Council approved Action Plans in response to recommendations made by the Council's Auditors, KPMG in a report in the Public Interest relating to the Council's decision making processes and to recommendations made by a Member Working Group set up to review employment and dispute resolution processes.</p> <p>The Council delegated responsibility to the Audit Committee to monitor implementation of the Action Plans. Monitoring reports have been considered by the Committee in June and September 2010. A table has been produced at Appendix 1 indicating the progress which has been made to date to implement the agreed actions.</p>
Recommendations	The Committee considers the information set out in Appendix 1 and reviews progress against the actions.

Financial implications	<p>There are no financial implications arising directly from this report.</p> <p>Contact officer: Mark Sheldon, mark.sheldon@cheltenham.gov.uk, 01242 264123</p>
Legal implications	<p>There are no legal implications arising directly from this report.</p> <p>Contact officer: Sara Freckleton, sara.freckleton@tewkesbury.gov.uk, 01684 272011</p>
HR implications (including learning and organisational development)	<p>There are no HR implications arising directly from this report.</p> <p>Contact officer: Amanda Attfield, amanda.attfield@cheltenham.gov.uk 01242 264186</p>
Key risks	See attached report risk template.
Corporate and community plan Implications	<p>Producing an action plan that is monitored by the Audit Committee meets the Council's corporate commitment to comply with KPMG and Review Working Group recommendations.</p> <p>A corporate risk has been identified and placed on the Corporate Risk Register (Appendix 2). The actions described within the action plan will minimise the risk to the Council's reputation and financial resources.</p>

1. Background

- 1.1 On 22nd March 2010, the Council considered a report in the Public Interest (PIR) which was issued by KPMG regarding the Council's decision making processes arising from a review of the Council's decision making processes for the High Court litigation against its former Managing Director. At the same meeting, the Council received a report from a Member Working Group which was set up to review the KPMG report, recruitment and appointment processes and the internal processes for dispute resolution.
- 1.2 The Council accepted the recommendations made by KPMG in the PIR and by the Working Group and approved Action Plans in response to each.
- 1.3 Responsibility was delegated to the Audit Committee to monitor the implementation of the Action Plans which were approved by the Council. This Committee has now reviewed progress against the Action plans on two occasions, in June and September 2010.

2. Progress against Action Plans

- 2.1 The table attached as Appendix 1 sets out the action approved by the Council together with the due date for completion. The table is divided into Part A (Action plan in response to KPMG recommendations) and Part B (action plan in response to Review Working Group recommendations) and indicates the progress made against each of the individual action points. The text for those actions which have been completed / implemented is shown in grey.
- 2.2 It is clear from Appendix 1 that the majority of the actions have now been completed and that progress has been made in respect of the remaining actions with the current position being set out within the attached table. It is pleasing to be able to report that 23 of the 26 recommendations from KPMG have been fully completed / implemented with the remaining three recommendations (R8, 16 & 21) having been partially completed. As far as the Review Working Group recommendations are concerned, 11 of the 13 proposed actions have been fully implemented / completed and progress is being made on the remainder. The current progress against the outstanding actions is shown in bold text within the progress report contained within Appendix 1.

3. Reasons for recommendations

- 3.1 To comply with the decision of the Council that the Audit Committee should monitor the approved Action Plans

4. Alternative options considered

- 4.1 None

5. Consultation and feedback

- 5.1 None

6. Performance management –monitoring and review

- 6.1 A further monitoring report will be considered by the Committee at its meeting on the 23rd March 2011.

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Appendices	<ol style="list-style-type: none">1. KPMG/Review Working Group Action Plans Progress Table2. Risk Template
Background information	<ol style="list-style-type: none">1. Reports to and Minutes of Extraordinary Council Meeting held on the 22nd March 2010