

Cheltenham Borough Council
Audit Committee – 21st September 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. Those Action Plans are attached for information at Appendix 2.</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, and in January 2011 and March 2011. At its last meeting, the Committee noted that the majority of the actions approved by the Council had been implemented, with only 3 actions remaining to be fully completed. A table has been produced at Appendix 1 which contains only those actions which had not been fully completed when the Action Plan was last reviewed by the Committee in March 2011. The table indicates the progress which has been made since March in respect of those outstanding actions.</p> <p>The requirements of both of the approved action plans are now substantially complete. The action plan in response to the Review Working Group recommendations awaits a decision of the Council in October in respect of one action point (R10), but is otherwise implemented. The planned response to the KPMG recommendations is complete save for a single action point of the plan (R8,1.) which has not proved to be practicable to implement in the manner anticipated, but alternative arrangements have been put in place which are intended to satisfy the requirements of the recommendation(Appendix 1).</p> <p>With the minor exception referred to above, the action plans will have been implemented and will have been completed in full by the 10th October 2011.</p>
Recommendations	The Committee considers the information set out in the Report and Appendices and confirms that, having monitored implementation of the action plans, it is satisfied that all specified actions have been fully addressed.
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	There are no legal implications arising directly from this report. Contact officer: Sara Freckleton, sara.freckleton@teWKesbury.gov.uk, 01684 272011
HR implications (including learning and organisational development)	There are no HR implications arising directly from this report. Contact officer: Amanda Attfield, amanda.attfield@cheltenham.gov.uk 01242 264186
Key risks	See attached report risk template.
Corporate and community plan Implications	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. A corporate risk has been identified and placed on the Corporate Risk Register (Appendix 3). The actions described within the action plan will minimise the risk to the Council's reputation and financial resources.

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. The approved Action Plans are attached for information at Appendix 2.
- 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 four occasions; in June and September 2010 and in January and March 2011.

2. Progress against Action Plans

- 2.1 In March 2011 it was reported to the Committee that the majority of the actions approved by the Council had been implemented, with the three remaining having been partially completed or in the course of completion
- 2.2 The table attached as Appendix 1 contains only those actions which were yet to be fully completed/implemented at the time of the Committee's last review in March 2011. The table is divided into Part A (actions in response to KPMG recommendations) and Part B (actions in response to Review Working Group recommendations) and indicates the progress made to date against those individual action points.
- 2.3 It is clear from Appendix 1 that the Action Plans have now been substantially implemented. There is one element of the Review Working Group recommendation 10 (deputising for statutory officers in extended periods of absence) which will be concluded in October 2011 as part of the review of

the Council's Constitution. With regard to the proposed Action in respect of the KPMG recommendation 8 (Appendix 1), it has not proved practicable to implement a centralised log of decisions taken as had been envisaged by Action 1 of this recommendation. However, an alternative has been put in place which it is intended will satisfy the requirements of the recommendation. Consequently, the Action Plans will have been fully implemented by the 10th October 2011.

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 The Action Plans will be implemented in full by the 10th October 2011 and the Committee will determine whether it wishes to undertake any further monitoring/review.

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Appendices	<ol style="list-style-type: none"> 1. Extract from KPMG/Review Working Group Action Plans Table 2. Council approved Action Plans 3. 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. 2. Reports to and Minutes of Audit Committee Meetings held on 23rd June 2010, 29th September 2010, 9th January 2011 and 23rd March 2011