

Actions outstanding as at March 2011 to implement KPMG and Review Working Group Recommendations

**As agreed at
Council 22nd March 2010
and
Reviewed at Audit committee;**

23rd June 2010
29th September 2010
9th January 2011
23rd March 2011
21st September 2011

Part A - Action Plan in response to KPMG RECOMMENDATIONS

RECOMMENDATIONS			
Objectives and Option Appraisal			
R8 Review the process for taking forward, and reporting back on, decisions made by committees to ensure agreed actions are delivered (or explanations provided as to why they are not).			
Recommended Action	Progress report	Due Date	Lead officer
1. Implement a centralised log of decisions taken with mechanisms for recording and monitoring actions taken in accordance with those decisions.	1. Modern.gov has now been implemented and within the system decisions can be reviewed by date, decision maker and decision status, and the system also enables the decision to be linked to issues so that anyone can see associated decisions. There is a facility to update a decision status of Modern.gov but this is not widely used by other councils and not cost-effective in terms of the Democratic Services resource that would be needed to monitor decisions. The 'decision' on the budget for example could contain as many as 20 separate recommendations. Instead implementation of decisions is the responsibility of Directors and these will be reviewed with members via 1-1s and where appropriate a review can be scheduled in a committee's workplan. Where the decisions support actions in the Corporate Strategy these will be monitored by the Performance Management system. As such this action is now complete.	30 th June 2010	Assistant Chief Executive
2. Devise a mechanism whereby Committees review progress of implementation of decisions which they have made.	2. Completed		

RECOMMENDATIONS			
Risk Management			
R16 Undertake mandatory risk management training to appropriate officers and Members. This should include Directors, Assistant Directors and Service Managers. The training should be specific to Cheltenham's own risk management process.			
Recommended Action	Progress report	Due Date	Lead officer
<ol style="list-style-type: none"> 1. Consider the needs of Members and Officers for risk management training. 2. Develop a training programme for Members and Officers. 3. Implement the training programme. 4. That risk management training be a pre-requisite for Members who serve on the Audit Committee and the Treasury Management Panel. 	<p>1, 2, 3 & 4 completed.</p> <p>3. The risk management e-learning module has been completed and is loaded on the Learning Gateway. Directors & Service Managers have been notified and asked to refresh their own and employees knowledge via the suggest module.</p>	<p>1 & 2 - 30th September 2010</p> <p>3 & 4 - October 2010-March 2011</p>	AD Human Resources

Part B - ACTION PLAN - IMPLEMENTATION OF REVIEW WORKING GROUP RECOMMENDATIONS

RECOMMENDATIONS			
<p><u>Recommendation 10</u> That the Council introduces a procedure whereby nominated Officers deputise for Chief Officers / Statutory Officers during any extended absence e.g. sickness, and are given full authority to act in that capacity.</p>			
Recommended Action	Progress report	Due Date	Lead Officer
Introduce a formal procedure for the nomination of deputies to act for Chief and Statutory Officers during any extended absence and measures to ensure that the deputies are provided with the necessary authority to act in that capacity.	Nominated deputies are in place for the Chief Executive, Chief Finance Officer (s.151.) and the Monitoring Officer. Any further measures which are necessary regarding authority to act will be included within the report on the Review of the Constitution to be considered by the Council on 10th October 2011.	30 th September 2010	Borough Solicitor /Assistant Director Human Resources