

Significant issues action plan – 2010-11 as at 1st December - Corporate Governance Group Meeting

Control issue and source April 2010-11	Proposed action	Action taken	Proposed completion date	Lead officer
<p>The new management structure, partnership working and recommendations from the PIR necessitate a revision of the Constitution and Financial Rules (AGS)</p>	<p>Review ongoing to be reported to Council during 2011</p>	<p>All amendments to the Constitution arising from the Public Interest Report have been approved by the Council (December 2010). In October 2011 Council approved revised Financial Rules and a revised Scheme of Delegation. The outcome of the review of the Council's Overview and Scrutiny arrangements will be considered by Council in December 2011. The Constitution will be comprehensively reviewed to include changes agreed in October & December and will be completed by March 2012</p>	<p>March 2012</p>	<p>Monitoring officer Director of Resources</p>

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<p>Planned constitutional and Financial rule changes and the restructuring of the Senior Leadership Team necessitate a review of the Annual Assurance process to ensure that it remains effective (AGS)</p>	<p>Provide a report to SLT by October 2011 the proposals for the annual assurance review for 2011-12</p>	<p>CGG considered feedback from 2010-11 assurance check 18-08-2011 and amendments to the assurance checklists are being drafted Revised assurance checklists will be considered for approval at CGG meeting 01/12/2011 and circulated to appropriate officers for completion</p>	<p>December 2011</p>	<p>Director Resources</p>
<p>The current audit of payroll highlights that controls could be put at risk due to anticipated short term resource constraints in the payroll team. Audit Assurance report carried forward from 2010-11 AGS SIAP</p>	<p>Payroll resilience is being addressed through temporary recruitment of expertise as required. In addition the GO Shared Services project will address resilience issues in the longer term.</p>	<p>This issue is recorded as corporate risk and considered by SLT on a regular basis. Status at present = Amber New temporary payroll advisor has started. Due to an increased work load for HR Ops team during GO implementation (parallel pay runs and user acceptance testing) the team are stretched to full capacity.</p>	<p>Ongoing September 2011 - done Ongoing until April GO go-live</p>	<p>Director People, OD, and Change</p>

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		<p>Annual leave during Feb and March is being restricted to ensure resource is available.</p> <p>Generic password issue has been resolved.</p> <p>Filing cabinets in main office (which is itself locked each night) containing records are now lockable and key control in place.</p> <p>Documentation of the complete payroll processes have been specified as part of the Solution Design work for the ABW system to be implemented from April 2012.</p>	<p>31 August – done.</p> <p>April 2011 - done</p> <p>April 2012 – CBC GO – go live implementation.</p>	
The Business Continuity Group identified the need for a robust test of back-up ICT systems (AGS)	Upgrade back up systems and install new equipment to migrate the key business systems.	Identified as corporate risk and being monitored by SLT on a monthly basis. Planned DR test of GO systems at recovery site	March 2012	Paul Woolcock

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	Planning a full test for July 2011	<p>planned for 14th to 16th September.</p> <p>Action plan within ICT for the phased testing of 72 key systems in place.</p> <p>All the key ICT systems linked to the GO project were successfully tested and signed off by the Go partners.</p> <p>Other tests will be discussed and prioritised by SLT Jan 2012</p>		
<p>CBC needs to comply with the general equality duty to meet new obligations being placed on all public sector organisations under the Equality Act 2010 and ensure that current processes are embedded within the organisation</p> <p>(AGS)</p>	Review and refresh the Equality and Diversity processes and the Project Initiation Document template	<p>SLT have been briefed on the introduction of the new public sector equality duty set out in the Equality Act. Review of strategy being undertaken. RG will update SLT in January 2012.</p>	March 2012	Director of Commissioning