

**Cheltenham Borough Council**  
**Audit, Compliance and Governance Committee – 27 January 2021**  
**Annual Governance Statement –Action Plan**

<b>Accountable member</b>	Cabinet Member Corporate Services, Councillor Alex Hegenbarth
<b>Accountable officer</b>	Executive Director of People and Change, Darren Knight
<b>Executive summary</b>	Update on significant issues action plan from AGS.
<b>Recommendations</b>	None update for information only.

<b>Financial implications</b>	No direct financial implications arising from the report  Contact officer: Paul Jones, Executive Director Finance & Assets  Email: <a href="mailto:Paul.Jones@cheltenham.gov.uk">Paul.Jones@cheltenham.gov.uk</a> Tel: 01242 775154
<b>Legal implications</b>	None arising from the report.  Contact officer: One Legal  Email: <a href="mailto:legal.services@tewkesbury.gov.uk">legal.services@tewkesbury.gov.uk</a> Tel: 01684 272012
<b>HR implications (including learning and organisational development)</b>	None arising from the report.  Contact officer: Julie McCarthy, HR Manager – Operations & Service Centre Publica Group Ltd  Email; <a href="mailto:julie.mccarthy@publicagroup.uk">julie.mccarthy@publicagroup.uk</a> Tel: 01242 264355
<b>Property implications</b>	None
<b>Key risks</b>	If the issues raised in the action plan are not completed our governance framework may not be effective.
<b>Corporate &amp; community plan implications</b>	None
<b>Environmental and climate change implications</b>	None

## 1. Background

In preparing this 2019/2020 statement and reviewing the effectiveness of the governance arrangements a number of areas were identified where the Council needed to focus attention and improve arrangements over the financial year. These areas of work were planned to strengthen the control framework.

## 2. Update on Progress

<b>Action No 1</b>	
<b>Key Area of Focus</b>	Clearview
<b>Planned Actions</b>	Focus on full implementation of Risk, Organisational Performance and Project Management modules
<b>Lead Officer</b>	Darren Knight
<b>Update</b>	Training in all modules, except reporting, has been completed and the Risk Management module has been populated and is being used by ELT. Organisational KPI's are being constructed by teams with a view to producing a first balanced scorecard in March. After initial population the content of the project management module is being refined. ELT are due to review current projects in February. It needs to be noted that we whilst we continue development of Clearview implementation continues to be slower than anticipated due to COVID19.

<b>Action No 2</b>	
<b>Key Area of Focus</b>	Procurement
<b>Planned Actions</b>	Ensure there is capacity to undertake all procurements required by CBC
<b>Lead Officer</b>	Gill Morris
<b>Update</b>	Verbal update at meeting.

<b>Action No 3</b>	
<b>Key Area of Focus</b>	Financial Rules Training
<b>Planned Actions</b>	Develop module for Learning Management System
<b>Lead Officer</b>	Ann Wolstencroft
<b>Update</b>	Still to be completed. Delayed due to the impact of COVID19.

<b>Action No 4</b>	
<b>Key Area of Focus</b>	Availability of Training Budgets
<b>Planned Actions</b>	Consolidate training budgets and ensure they are available to support training requirements
<b>Lead Officer</b>	Darren Knight / Paul Jones
<b>Update</b>	Training budgets will be consolidated for the financial year 2021/22.

<b>Action No 5</b>	
<b>Key Area of Focus</b>	The Cheltenham Trust manual financial processes as per audit recommendations.
<b>Planned Actions</b>	Processes to be reviewed
<b>Lead Officer</b>	Paul Jones
<b>Update</b>	Still to be completed. TCT have been focused on responding to the impact of Covid-19. This will be followed up during 2021/2022 via the Council's client management.

<b>Action No 6</b>	
<b>Key Area of Focus</b>	Impact of COVID19
<b>Planned Actions</b>	Recovery Strategy
<b>Lead Officer</b>	ELT / Darren Knight lead
<b>Update</b>	A recovery strategy has been written and signed off by council. The approach to recovery was subject to an independent review by the Local Government Association, who were very positive about the approach being undertaken. Recovery efforts will be co-ordinated via the Local Resilience Forum. Due to the unique challenge of Covid-19 response efforts may run alongside recovery work.

<b>Report author</b>	<b>Contact officer: Ann Wolstencroft</b> <b>Email: <a href="mailto:ann.wolstencroft@cheltenham.gov.uk">ann.wolstencroft@cheltenham.gov.uk</a></b> <b>Tel: 01242 264158</b>
<b>Appendices</b>	1. Risk Assessment

# Risk Assessment

# Appendix 1

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-5	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the issues raised in the action plan are not completed our governance framework may not be effective.	Executive Director of People and Change	28/1/2021	4	2	8	Reduce	Continue to monitor completion of AGS action plan.	31/03/2021	Governance Manager	

### Explanatory notes

**Impact** – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

**Likelihood** – how likely is it that the risk will occur on a scale of 1-5 (1 being unlikely and 5 being high probability)

**Control** - Reduce