Improvement Plan   **Annex C**

(Note: the Council's Improvement Plan is updated and monitored frequently to reflect the development areas adopted through external inspection and compliance with statuary guidance.)

| In progress | Completed |

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress June 2009
Learning & Knowledge	Learning across the Council and making the most of learning opportunities to use research, consultation and knowledge to plan services.	CPA	Adopt systematic approaches to learning and sharing knowledge via the Council's intranet.	Council uses learning and knowledge and research effectively across the organisation to improve the delivery of services and achievement of priorities.	Member: Mike Simpson Officer: Dir Commerce & Technology support Head of IMD	All SharePoint sites have been set-up/migrated to latest version of SharePoint and search facility re-instated. Encouraging the use of WIKIs to aid the sharing of knowledge & experience within teams. A good example is in use at the Call Centre.
Capacity and Resources	Sustainability of spending plans, employee capacity, staff turnover.	CPA	Delivery of People Strategy	The Council has the right number of employees with the right skills to meet its priorities and objectives.	Member: Andrew Hansard Officer: Dir Central Services Support: Head of Personnel	A new People Strategy is being developed. This will go to Employment Panel in Sept 2009 and thereafter an action plan will be implemented to deliver the strategy
Systems of Internal Control	The Council should develop and implement an assurance framework. Once implemented, processes need to be put in place to ensure that this a fluid living document that is updated constantly for any changes in objectives, risks and assurances.	Use of Resources 2007/08	An assurance framework will be developed and agreed by the Corporate Governance Panel on 26 March 2008. (by 31 March 08)	Agreed systems/process in place to provide assurance that the council undertakes it's functions and responsibilities with integrity, openness and accountability.		The report to Governance Panel on 25th March 2009 addressed this item.
						Reports dealing with Risk Assurance will be sent to the Panel on a six monthly basis
	Internal Audit Managers opinion on the internal control	Governance Assurance framework	Actions identified in the internal audit action plan are implemented as per	Improve the overall assurance opinion on the system of		See above. Also Monitored via Performance

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	environment.		the agreed audit timetable.	Internal control.		Management Framework and reported Quarterly to COMT
	The Council should ensure that it is regularly reviewing its Asset Management Plan and that this is reported on to Members.	Use of Resources 2007/08	Up to date Asset Management Plan		Estates and Property Manager	Ongoing A report on the AMP was submitted to Cabinet on the 29 January 2009, containing information on the performance indicators for the last two years. Monthly meetings are held with the Cabinet member responsible for property and asset management. The Asset Management sub group will be meeting during the year to review related issues and to prepare information for the performance indicators. The Estates and Property Manager will organise any further reports and co-ordinate meetings.
	The service and financial plans of key partners and stakeholders should be considered when developing the Council's own financial plans	Use of Resources 2007/08	Review Partnership guidance and evaluation of Strategic Partnerships		Head of People, Performance and Partnerships	Already achieved for strategic partnerships – ongoing for others Reviews (for others) delayed due to updating partnership guidance to reflect latest guidelines.

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						Reviews to commence late summer/autumn 09
Natural Resources	The Council should ensure that information and analysis about its environmental footprint is made publicly available.	Use of Resources 2007/08			Head of Environmental Services	First annual report September 2009. This report will be available in December
Governance	Equalities.	Governance Assurance framework	Implement and monitor Corporate Equality Action Plan.	Facilitate progress in relation to the Local Government Standard for Equalities.		Level 3 of the standard achieved ahead of schedule
						Corporate Equality Policy – the actions identified in this policy are on target.
	Consultation.	Governance Assurance framework	Adopt and implement consultation and engagement strategy.	Developing consultation and engagement with local communities.		Strategy adopted in Spring 08
						Progress being made to deliver the action plan
	Sustainable Community Strategy.	Governance Assurance framework	Working to develop a Sustainable Community Strategy (SCS).	Delivery of the outcomes identified in the SCS via the Huntingdonshire Strategic Partnership.		SCS adopted by Council in Sept 08.
						Work underway to develop and monitor partner actions
Data Quality	Data Quality	Use of Resources/ VFM	Action identified in the Data Quality action plan are implemented as per the agreed timetable	To provide reliable, accurate and timely performance information with which to manage services, inform users and account for our performance	Head of People, Performance and Partnerships	Delivery of actions identified in the DQ strategy. Deliver the actions agreed in the external data quality audit