

## Improvement Plan

## ANNEX B

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

In progress

Completed

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at March 2011
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	The Carbon Management report went to O & S (Environment Well-Being) in September 2010. The Growing Awareness (community) plan was reported to COMT in Sept and Cabinet in Dec 2010
Governance	Procurement	Governance Assurance framework (AGS Sept 2009)	improve the level of compliance of the Code of Procurement	level of compliance improved – no breaches of the code	Head of Financial Services	Audit review carried out for the Directors of Central Services and Commerce & Technology in May 2010 to determine the level of compliance with the Code. It identified a significant improvement with a few minor breaches.
	Huntingdonshire Strategic Partnership Evaluation	Governance Assurance framework (AGS Sept 2009)	Consideration will be given to how the Audit Commission guidance to help in the assessment of the Governance arrangements can be implemented in conjunction with the Councils own Partnership framework	Improved partnership working	Member: Ken Churchill and Head of People, Performance and Partnerships	Review of Strategic Partnership complete and will be reported to COMT in due course.
	Audit Letter recommendations	Governance Assurance framework	maintain focus on service performance in order to improve the rate	Improved performance and better outcome	Member: Ken Churchill and Head of	Review of the Councils corporate plan Growing Success currently being

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		(AGS Sept 2009)	of improvement and tackle areas of comparative under performance; and Develop a stronger focus on outcomes measures.	measures	People, Performance and Partnerships	undertaken a report will go to Cabinet on 17th March 2011
	Scrutiny Annual Report	Governance Assurance framework (AGS Sept 2009)	to ensure an Overview and Scrutiny annual report reflecting their work during 2009/10 is prepared to for publication		Member: Ken Churchill and Head of Democratic & Central Services	The Scrutiny Annual report was produced at the end of the Municipal year and reported to the June Scrutiny Panels and Council.
Financial planning	Demonstrating the Outcomes from Stakeholder Engagement in Financial Planning	Use of Resources 2008/09	We have undertaken and continue to undertake consultation on the priorities for Huntingdonshire. The council will continue to do this and develop its engagement		Head of People, Performance and Partnerships and Head of Financial Services	“Voice your choice” – participatory budgeting pilots undertaken summer 2009. Neighbourhood Forums commenced. A survey on access to service undertaken via District Wide in Jan 2010. Budget consultation was undertaken in August 2010
	Using Service Reviews to Challenge Service Delivery	Use of Resources 2008/09	The Council has embarked on a two-fold transformation programme “Balancing the budget, securing our future” this is the council’s long term plan to achieving savings and efficiencies whilst still maintaining or improving essential and priority services	understanding of costs and performance and achieve efficiencies in its activities	Directors of Central Services and Commerce and Technology	Balancing the Budget proposals have been reported to Overview and Scrutiny (Economic Well-Being) and Cabinet and approved at full Council in February 2011
Financial reporting	Improving the Annual Accounts Review Process	Use of Resources 2008/09	We will strengthen the processes for reviewing our financial statements prior to their approval.	financial reporting is timely, reliable and meets the needs of internal users,	Head of Financial Services	Improvements included in the 2009/2010 closedown programme

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				stakeholders and local people		
Financial reporting	Demonstrating External Accountability	Use of Resources 2008/09	We will publish all the information that would be included in an Annual report periodically in District Wide, the Council's magazine distributed to all households in the district. The same information will also be available to view, all in one location on the internet	Residents and stakeholders more aware via Council annual report	Head of People, Performance and Partnerships and Head of Financial Services	Progress against targets for the objectives in Growing Success were published with the annual Financial data in the September 2010 edition of District Wide.
Commissioning and procurement	Improving Strengthening procurement processes and contract management	Use of Resources 2008/09	Directors of Central Services and Commerce and Technology have undertaken to report back the Corporate Governance Panel on compliance with the Code and the Council has initiated improvements to the procurement process.	Compliance with the code of procurement	Directors of Central Services and Commerce and Technology	<p>Directors reported back to CGP in December 2009 with an action plan. The following items have been delivered against that plan.</p> <ul style="list-style-type: none"> <li>• Projected procurement dates have been supplied by managers for current and next year.</li> <li>• Revised strategy produced; impact of Spending Review incorporated in new draft.</li> <li>• Full cycle of procurement training delivered; re-fresher training ongoing.</li> <li>• Procurement Code reviewed and approved by Council.</li> </ul>

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						<ul style="list-style-type: none"> <li>Review of suppliers/groups-categories is a permanent ongoing review. Savings have already resulted on stationery, printing and clothing.</li> <li>Improvements to the Contract Register and the Procurement website have been completed.</li> </ul> <p>E-Marketplace up and running for stationery. Further products will be rolled out over the coming months.</p>
Use of data	Look to integrate our financial and non-financial performance reporting	Use of Resources 2008/09	An exercise by Heads of Service to breakdown their budgets by Corporate objective has been undertaken. This has been reported to Members of the Corporate Plan working group at the same time as they consider the quarterly performance reports. Further consideration will be given as to how we can integrated performance reports.	Integrated financial and performance reports	Head of Financial Services and Head of People, Performance and Partnerships	Budget split by corporate objective reported to corporate plan working group (Sept and Nov 09) along with performance data relating to corporate objectives. Further integrated budget/performance reporting being considered.
Data quality	Spot-checking Performance Indicators	Use of Resources 2008/09	Managers will be reminded of the need to spot check their data and confirm this has been done. Other spot checks will be undertaken as	Accurate, consistent data	Head of People, Performance and Partnerships	H of S requested to nominate an officer to undertake spot checks. The results now included in the quarterly performance reports.

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			<p>part of the general service or reviews by internal Audit as and when appropriate.</p> <p>The quarterly performance reports to COMT and O &amp; S and Cabinet now include a statement from the Head of Service confirming that the data has been collected in accordance with the appropriate Divisions' data measure templates</p>			<p>From Sept 09 all quarterly reports to COMT, Overview and Scrutiny and Cabinet include a statement on the quality of the data from the appropriate Head of Service</p>
<p>Promote and demonstrate the principles and values of good governance</p>	<p>Demonstrating Outcomes from Partnership arrangements and their effectiveness</p>	<p>Use of Resources 2008/09</p>	<p>District Wide will contain articles on Partnership achievements</p>	<p>Residents and stakeholders aware of Partnership achievements</p>	<p>Head of People, Performance and Partnerships</p>	<p>Articles were published in the winter 2008 edition of District Wide relating to LPSA partnership funding. Further articles relating to partnership achievements included in the January 2010 edition</p>
<p>Workforce planning</p>	<p>Long-term workforce planning linked to corporate and business planning</p>	<p>Use of Resources 2008/09</p>	<p>This is being addressed via the review of and delivery of the HR strategy.</p>	<p>Strategic approach to workforce planning</p>	<p>Head of People, Performance and Partnerships</p>	<p>Strategy approved by Employment Panel (Dec 09) and action plan being implemented. As part of the voluntary release scheme plans have been drawn up with Head of Service of changes in staffing requirements over the next three years.</p> <p><b>[IN PROGRESS]</b></p>