

**PROGRESS REPORT ON ISSUES IDENTIFIED IN THE ANNUAL
GOVERNANCE STATEMENT**

(Report by Corporate Policy & Performance Manager)

1. INTRODUCTION

- 1.1** The Council's assurance framework requires that the Panel receive update reports on governance issues. This report deals with the issues identified in the annual governance statement reported to this Panel on 27th September 2011.

2. REVIEW OF GOVERNANCE ACTION PLAN

- 2.1** At the September 2011 meeting the Panel considered the Annual Governance Statement which identified issues to be addressed over the next year to help improve further the Councils governance arrangements. Annex A identifies these issues and progress to date.

3. RECOMMENDATIONS

- 3.1** The Panel are recommended to note the:
- (a) progress made to implement the actions plans arising from the annual governance statement.

BACKGROUND PAPERS

Code of Governance
Annual Governance Statement September 2011

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ANNEX A

Issues identified in AGS Sept 2010	Progress to date
Review of the Councils Corporate Plan	The review of the Council's corporate plan is underway. Further development will be informed by the Councils Performance Management Framework as described below.
Review of the Councils Performance Management Framework	Work is currently being undertaken with Heads of Service to identify a basket of corporate measures that reflect the key activities within each division. Where possible, this data will include actual, historical and trend information. It is anticipated these measures will be available for collection from April 2012
Review of the Constitution and Scheme of Delegation	<p><i>A report reviewing the Constitution and Scheme of Delegations was submitted to Corporate Governance Panel and full Council in November 2011 that: _</i></p> <p><i>amended the terms of Reference for Overview and Scrutiny;</i></p> <p><i>prohibited any member appointed from serving on the Development Management Panel, the Licensing Committee and the Licensing and protection Panels until they had undertaken the relevant training; and</i></p> <p><i>gave delegated authority to the Head of Legal & Democratic Services, after consultation with the Chairman of CGP, to make any other necessary amendments to the Scheme of Delegations following the current review.</i></p> <p><i>Following receipt of comments from Heads of Service and Managing Directors an amended Constitution and Scheme of Delegation has been produced. Although the 2012 Constitution has now been published on the Council's Intranet/Internet, the Scheme of Delegation is still under review by the Head of Legal & Democratic Services. Any changes to the scheme will be referred to the Chairman of the Corporate Governance Panel in accordance with the above resolution.</i></p>

Adequacy of Business Continuity arrangements

Objective; To develop a new BC Plan (first issue to be published in August 2012) which will be built by drawing on examples of “best practice” from other authorities. Progress has been made in the following areas:

- Have discussed approaches with other Authorities – the Head of IMD has met with Business Continuity officers at both Cambridgeshire CC and South Cambridgeshire DC. SCDC, in particular, has provided a copy of their BC Plan and this will be used as a template for a complete re-working of the existing HDC Service Recovery Plan.
- Re-established a team of BC Coordinators and their deputies for each service
- Setting up an SMS distribution mechanism so we can communicate more efficiently in the absence of email in a BC situation
- Established a [Business Continuity Intranet site](#) - this will continue to evolve
- Successfully planned for, executed and reviewed the business continuity for the strike on the 30th November and, more recently, 2 “snow” days