

**HUNTINGDONSHIRE DISTRICT COUNCIL**

<b>Title:</b>	Progress on issues arising from the 2012/13 Annual Governance Statement
<b>Meeting/Date:</b>	Corporate Governance Panel – 14 May 2014
<b>Executive Portfolio:</b>	Resources: Councillor J A Gray
<b>Report by:</b>	Internal Audit & Risk Manager
<b>Ward(s) affected:</b>	All Wards

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**Executive Summary**

The 2012/13 Annual Governance Statement included six areas for improvement.

Good progress has been made in three of the six areas:

- Develop the themes and aims contained in the Leadership Direction.
- Improve budget holder's financial competency.
- Educate and train employees in good procurement and contracting practice.

There are two areas where limited progress has been made:

- Engagement with the Huntingdonshire Strategic Partnership through the Huntingdonshire Matters process to create a vision around collaborative working.
- Introduce a project management tool-kit.

The target date for the remaining area: the introduction of an annual report; does not fall due until September 2014.

**Financial and Legal implications**

There are no financial or legal implications arising from the report.

**Recommendation**

It is recommended that the Panel note the progress that has been made in introducing the key improvement areas arising from the 2012/13 Annual Governance Statement.

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## Annual Governance Statement 2012/13: Key improvement areas

Key Improvement Area	Delivered by	Current position
<p>Introduce a project management tool-kit that can be applied to projects across all levels of the authority, to improve the management and delivery of projects.</p>	<p>December 2013</p>	<p>Following the establishment of the Governance Board and supporting working groups (as reported to the Panel on 27 November 2013) the development of the project management tool-kit has become the responsibility of the Project Management working group.</p> <p>Limited progress has been made. The Managing Director has assumed responsibility for the working group and her expectations are that the tool-kit will be available by June 2014.</p>
<p>Continue to educate and train employees in good procurement and contracting practice to ensure that they understand how to act and comply with the requirements of the Code of Procurement.</p>	<p>March 2014</p>	<p>A report was presented to the Panel in March 2014 that explained the measures that had been taken to improve compliance with the Code of Procurement. This included:</p> <ul style="list-style-type: none"> <li>• 130 staff attending training courses.</li> <li>• A publicised and schedule plan of 12 training courses covering the significant procurement areas.</li> <li>• Monthly checks of the electronic contracts register to ensure full completion, with appropriate follow-up action taken.</li> </ul>
<p>Develop the themes and aims contained in the Leadership Direction through Service Plans, performance measures and reporting and links to employees key performance targets.</p>	<p>April 2014</p>	<p>The headline Corporate Plan was considered by Council on 30 April. A full corporate plan, including a work programme with key actions for 2014/15, is being developed with service managers.</p> <p>The performance management framework (a summary of how the Council sets, delivers, monitors and reports on its priorities) was also considered by Council on 30 April.</p> <p>The employee appraisal scheme has been reviewed. New performance development review templates are to be introduced from September 2014 for the 2014/15 review process.</p>

Key Improvement Area	Delivered by	Current position
Improve budget holders financial competency and awareness for good budgetary control and management	April 2014	<p>From October 2013, during monthly budget monitoring meetings:</p> <ul style="list-style-type: none"> <li>• Budget holders have received improved information from accountants, including trend analysis of spend/income over past years. Budget holders are able to make a more informed decision on expected forecasts.</li> <li>• Accountants have been taking a more robust approach to budget monitoring, thereby ensuring that budget holders are providing fair forecasts of outturn spend/income.</li> </ul> <p>During March 2014, training was provided to budget holders in preparation for the 2014/15 financial year. 39 managers attended.</p>
Reinvigorate engagement with the Huntingdonshire Strategic Partnership through the Huntingdonshire Matters process to create a vision around collaborative working;	April 2014	Linked to the development of the Council's Corporate Plan. The Council has outlined its own priorities and its role in supporting the shared ambitions for Huntingdonshire. It is continuing to work with a range of partners to deliver its vision on the economy, growth and communities.
Introducing an annual report from the 2013/14 financial year to be published alongside the statutory accounts.	September 2014	The annual report will be drafted by the Corporate Office in preparation for the September 2014 Panel meeting.

## CONTACT OFFICER

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