

CORPORATE GOVERNANCE ASSESSMENT

IMPROVEMENT ACTION PLAN 2011/12

Item Ref:	Areas of Improvement:	Lead Officer:	Approved Implementation Date:	Actual Completion Date:
CG 1.	Identify potential changes to local government legislation and filter to relevant staff.	Neil Ferris	March 2012	March 2012 -> 2012/13
CG 2.	Continuous Professional Development of Statutory Officers	Carl Beer	March 2012	March 2012 -> 2012/13
CG 3.	Review of Joint Municipal Waste Management Strategy	Stuart Donaldson	December 2011	Approved by MRWA Nov 2011
CG 4.	Signing of Inter Authority Agreement by all partners	Stuart Donaldson	December 2011	October 2012 ->
CG 5.	Waste Management Recycling Contract (WMRC) – User Survey Analysis	Neil Ferris	June 2012	October 2012 ->
CG 6.	Delivery of Strategic and Operational Reviews	Carl Beer	February 2012	March 2013 ->
CG 7.	Annual review of Medium Term Financial Strategy	Peter Williams	November 2011	February 2012
CG 8.	Identification of Future Levy Options for Merseyside District Councils	Peter Williams	October 2011	Workshop Jan 2012 -> 2012/13
CG 9.	Review of Capital Strategy	Peter Williams	October 2011	October 2011

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CG 10.	Induction process for agency staff	Paula Pocock	June 2011	June 2011
CG 11.	Production of a Guide for MWDA Members	Neil Ferris	September 2011	Delayed re Standards Board changes
CG 12.	Review processes to ensure Statutory Officers are consulted in decisions outside normal working practices.	Carl Beer	June 2011	Complete
CG 13.	Review circulation of monthly monitoring reports.	Carl Beer	June 2011	Complete
CG 14.	Senior Officer Working Group (SOWG) to establish process of monitoring delivery of new JMWMS including annual performance report.	Neil Ferris	September 2011	September 2011
CG 15.	Continue to strengthen the Authority's role in District Local Strategic Partnerships	Neil Ferris	Ongoing	Complete
CG 16.	Value for Money Assessment following completion of Operational / Strategic Reviews	Peter Williams	March 2012	-> 2012/13
CG 17.	Review of the Authority's Anti Fraud and Corruption Strategy	Peter Williams	June 2011	June 2011
CG 18.	Ensure compliance with any new guidance in relation to Equality Act 2010	Paula Pocock	March 2012	March 2012
CG 19.	Review Authority's position regarding Member Code of Conduct	Neil Ferris	March 2012	-> 2012/13
CG 20.	Risk Management Policy and Strategy Self-Assessment	Mandy Valentine	May 2011	June 2011

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CG 21.	Member Induction Process to include information gathering in relation to skills and experience.	Mandy Valentine	September 2011	October 2011
CG 22.	Skills Audit to be used to identify internal skill sets prior to engagement of external consultants.	Paula Pocock	September 2011	-> 2012/13
CG 23.	Annual statement to District Councils regarding scrutiny	Neil Ferris	May 2011	May 2011
CG 24.	Develop Joint Communications Strategy with District Councils	Stuart Donaldson	December 2011	September 2011
CG 25.	Review Authority's Freedom of Information Scheme	Mandy Valentine	December 2011	March 2012
CG 26.	Finalise Service Level Agreement with St Helens MBC	Peter Williams	June 2011	September 2011
CG 27.	Development of an Asset Management System.	Peter Williams	September 2011	Complete
CG 28.	Review reporting mechanisms for Treasury Management.	Peter Williams	February 2012	February 2012
CG 29.	Health and Safety Policy Review	Alex Murray	September 2011	Complete
CG 30.	Senior Management Team Meeting to discuss implementation of Corporate Governance Action Plan	Carl Beer	July 2011	July 2011
CG 31.	Review implications of the Accounts and Audit Regulations 2011.	Peter Williams	June 2011	June 2011
CG 32.	Monitor implications in relation to the Statutory Guidance on Community Consultation	Neil Ferris	March 2012	Complete
CG 33.	Monitor implications in relation to Guidance on Data Transparency	Peter Williams	March 2012	March 2012

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CG 34.	Obtain District Council's support for Final Business Case for Resource Recovery Contract	Neil Ferris	March 2012	-> 2012/13
CG 35.	Review of Financial Instructions	Peter Williams	June 2011	June 2012
CG 36.	Review processes to establish clear lines of responsibility for administration of financial systems and services.	Peter Williams	March 2012	March 2012
CG 37.	Budget profiles to be developed to ensure patterns of expenditure can be monitored more effectively	Peter Williams	March 2012	-> 2012/13
CG 38.	Financial management as part of the budget holder's role to be developed further.	Peter Williams	March 2012	March 2012