

CORPORATE GOVERNANCE ASSESSMENT

IMPROVEMENT ACTION PLAN 2012/13

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 2013	Completed Relevant for Forward Year
CG 2.	Continuous Professional Development of Statutory Officers	Carl Beer	March 2013	Completed
CG 3.	Signing of Inter Authority Agreement by all Merseyside partners	Stuart Donaldson	October 2012	Deferred by SOWG Carried Forward
CG 4.	Signing of Inter Authority Agreement between MWDA and Halton	Neil Ferris	October 2012	Completion in line with RRC Carried Forward
CG 5.	Waste Management Recycling Contract (WMRC) – User Survey Analysis	Neil Ferris	October 2012	Completed Relevant for Forward Year
CG 6.	Delivery of Strategic and Operational Reviews	Carl Beer	March 2013	Ongoing Carried Forward
CG 7.	Annual review of Medium Term Financial Strategy	Peter Williams	November 2012	Completed Nov 2012
CG 8.	Identification of Future Levy Options for Merseyside District Councils	Peter Williams	March 2014	Completed
CG 9.	Review of Capital Strategy	Peter Williams	October 2012	Completed December 2012

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CG 10.	Production of a Guide for MWDA Members	Neil Ferris	March 2013	Being Developed with Code of Conduct Carried Forward
CG 11.	Senior Officer Working Group (SOWG) to establish process of monitoring delivery of new Joint Recycling and Waste Management Strategy for Merseyside (JRWMSM) including annual performance report.	Neil Ferris	September 2012	Completed Sept 2012
CG 12.	Value for Money Assessment in relation to Operational / Strategic Reviews	Peter Williams	March 2013	Linked to CG6 Carried Forward
CG 13.	Ensure compliance with any new guidance in relation to Equality Act 2010	Paula Pocock	March 2013	Completed
CG 14.	Review Authority's position regarding Member Code of Conduct / Standards Board	Neil Ferris	March 2013	June 2013 Implementation carried forward
CG 15.	Skills Audit to be used to identify internal skill sets prior to engagement of external consultants.	Paula Pocock	September 2012	Part completed Review for Forward Year
CG 16.	Annual statement to District Councils regarding scrutiny	Neil Ferris	May 2012	Completed May 2012
CG 17.	Senior Management Team Meeting to discuss implementation of Corporate Governance Action Plan	Carl Beer	July 2012	Completed Sept 2012 Relevant for Forward Year
CG 18.	Obtain District Council's confirmation of affordability for Final Business Case for Resource Recovery Contract	Peter Williams	Oct 2012	Halton – completed Feb 13 N/A to Merseyside Districts

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				following loss of WICS
CG 19.	Review of Financial Instructions	Peter Williams	June 2012	Ongoing Carried Forward
CG 20.	Budget profiles to be developed to ensure patterns of expenditure can be monitored more effectively	Peter Williams	October 2012	Ongoing Carried Forward
CG 21.	Financial management as part of the budget holder's role to be developed further.	Peter Williams	November 2012	Ongoing Carried Forward
CG 22.	Review of Governance Arrangements (Authority Meetings)	Mandy Valentine	September 2012	Ongoing Carried Forward
CG 23.	Review of Member Training and Development	Mandy Valentine	March 2013	Completed Relevant for Forward Year
CG 24.	Issue legal clarification and advice to staff re Authority Name	Neil Ferris	December 2012	Completed
CG 25.	Review of HR Procedures with reference to Chief Executive	Paula Pocock	March 2013	Completed Feb 2013
CG 26.	Implementation of JRWMSM Action Plan	Neil Ferris	March 2013	Completed
CG 27.	Delivery of Corporate Training Programme (inc. Scheme of Delegation, Financial Instructions, Whistleblowing)	Paula Pocock	March 2013	Completed Relevant for Forward Year
CG 28.	Review of publication of budget monitoring information	Peter Williams	Sept 2012	Ongoing Carried Forward

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CG 29.	Review of Officer Code of Conduct	Paula Pocock	March 2013	May 2013
CG 30.	Freedom of Information Publication Scheme – finalise review	Mandy Valentine	August 2012	Completed
CG 31.	EMT to review Corporate Risk Register periodically	Neil Ferris	August 2012	Completed
CG 32.	Approval of Tender clarification and post tender negotiation procedure	Mandy Valentine	June 2012	Carried Forward
CG 33.	Disclosure of Offers and/or Receipt of Gifts and Hospitality Procedure Review for officers.	Peter Williams	March 2013	Ongoing Carried Forward