

**CORPORATE GOVERNANCE ASSESSMENT**  
**IMPROVEMENT ACTION PLAN 2014/15**

<b>Item Ref:</b>	<b>Areas of Improvement:</b>	<b>Lead Officer:</b>	<b>Completion Date:</b>
CG 1.	Identify potential changes to local government legislation and filter to relevant staff. In 2013/14 to review legal arrangements including reporting legal implications to Members and procurement of legal services post RRC procurement.	Amanda Valentine	March 2014
CG 2.	Communications Strategy – following review in 2013/14, to produce a revised strategy. To include options to increase public engagement.	Amanda Valentine	Sept 2014
CG 3.	Waste Management Recycling Contract (WMRC) – User Survey Analysis. In 2013/14, to ensure contractor incorporates actions or improvements resulting from customer feedback in their service delivery plans.	Alex Murray	May 2014
CG 4.	Delivery of Strategic Review. In 2014/15, to implement current plans and identify future improvement plans.	Carl Beer	Nov 2014
CG 5.	Review Performance Reporting with a view to strengthening links between finance and service delivery. To include annual outturn of performance, a review of performance indicators and managing performance and profiling.	Carl Beer	Sept 2014
CG 6.	Value for Money Assessment in relation to Strategic Review. This will be dependent on the outcomes of the reviews identified in CG4 above.	Peter Williams	Linked to CG4

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CG 7.	Identify and review all interfaces with stakeholders including constituent councils	Carl Beer	Linked to CG2
CG 8.	Budget profiles to continue to be developed to ensure patterns of expenditure can be monitored more effectively	Peter Williams	April 2014
CG 9.	Financial management as part of the budget holder's role to be developed further. In 2014/15, to include budget management in SDI process and conduct training sessions with budget managers.	Peter Williams	Sept 2014
CG 10.	Review of Governance Arrangements and Constitution. In 2014/15, to review existing Scheme of Delegation and Procedural Rules with a view to updating references to Chief Executive's role and to consider setting out format of Authority reports.	Amanda Valentine	July 2014
CG 11.	Review of and implement Member Training and Development for 2014/15.	Amanda Valentine	March 2015
CG 12.	Employee Training Programme to include development of management skills	Paula Pocock	March 2015
CG 13.	Review implications of Local Audit and Accountability Act	Peter Williams	July 2014
CG 14.	Review of Member / Officer Protocol	Mandy Valentine	July 2014
CG 15.	Invitation to attend Scrutiny Committees at Constituent Councils to be extended to Halton	Amanda Valentine	April 2014

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CG 16.	Establish reporting arrangements in terms of the Memorandum of Understanding with each of the Constituent Councils	Carl Beer	July 2014
CG 17.	Review and development of a Delegations Register	Amanda Valentine	April 2014
CG 18.	Review Health and Safety Committee and arrangements	Carl Beer	May 2014
CG 19.	Consider approach to developing quality standards including relevance of ISO9001	Peter Williams	November 2014