

**CORPORATE GOVERNANCE ASSESSMENT****IMPROVEMENT ACTION PLAN 2013/14**

<b>Item Ref:</b>	<b>Areas of Improvement:</b>	<b>Lead Officer:</b>	<b>Approved Implementation 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.	Neil Ferris	March 2014
CG 2.	Communications Strategy – in 2013/14 to complete a reassessment of requirements and revision of existing strategy. To include options to increase public engagement.	Mandy Valentine	February 2014
CG 3.	Signing of Inter Authority Agreement by all Merseyside partners. In 2013/14, to review need for IAA and to support district councils in developing effective and formal working arrangements.	Neil Ferris	September 2014
CG 4.	Signing of Inter Authority Agreement between MWDA and Halton. In 2013/14, to agree an IAA as part of the completion of the procurement of the Resource Recovery Contract.	Neil Ferris	October 2013
CG 5.	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 2013
CG 6.	Delivery of Strategic and Operational Reviews. In 2013/14, to review progress and identify future improvement plans.	Carl Beer	March 2014
CG 7.	Strengthen link between Corporate Governance Assessment and Corporate Plan review. In 2013/14, to use annual assessment to feed into review of Corporate Plan.	Mandy Valentine	November 2013

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CG 8.	Review existing Memorandum of Understanding with partners to ensure up to date / relevant.	Neil Ferris	September 2014
CG 9.	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	March 2014
CG 10.	Production of a Guide for MWDA Members. In 2013/14, to consult with constituent councils regarding Code of Conduct for Members.	Neil Ferris	December 2013
CG 11.	Approval of Tender clarification and post tender negotiation procedure.	Mandy Valentine	November 2013
CG 12.	Value for Money Assessment in relation to Operational / Strategic Reviews. This will be dependent on the outcomes of the reviews identified in CG6 above.	Peter Williams	March 2014
CG 13.	Disclosure of Offers and/or Receipt of Gifts and Hospitality (for officers) Procedure Review	Peter Williams	March 2014
CG 14.	Review of implications of Localism Act in relation to Code of Conduct for Members and identify new arrangements including voluntary Code	Neil Ferris	March 2014
CG 15.	Skills Audit to be used to identify internal skill sets prior to engagement of external consultants.	Paula Pocock	March 2014
CG 16.	Identify and review all interfaces with stakeholders including constituent councils	Neil Ferris	September 2014
CG 17.	Senior Management Team Meeting to discuss implementation of Corporate Governance Action Plan	Carl Beer	September 2013

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CG 18.	Obtain Halton Borough Council's confirmation of affordability for Final Business Case for Resource Recovery Contract	Peter Williams	October 2013
CG 19.	Financial Instructions – In 2013/14 to update and incorporate VFM guidance and advice on how to achieve best value.	Peter Williams	Sept 2013
CG 20.	Budget profiles to continue to be developed to ensure patterns of expenditure can be monitored more effectively	Peter Williams	November 2013
CG 21.	Financial management as part of the budget holder's role to be developed further. In 2013/14, to include budget management in SDI process and conduct training sessions with budget managers.	Peter Williams	April 2014
CG 22.	Review of Governance Arrangements and Constitution. In 2013/14, to review existing Procedural Rules with a view to updating references to Chief Executive's role and to consider setting out format of Authority reports. The review also to be informed from the findings of Mersey Travel's Peer Review.	Mandy Valentine	September 2013
CG 23.	Review of Member Training and Development. In 2013/14, to identify training opportunities to develop role as an MWDA Member and to implement any new arrangements arising from Code of Conduct for Members / Members' Guide	Mandy Valentine	March 2014
CG 24.	Cost / Benefit of adopting ISO 9001 quality standard to be considered by Members	Mandy Valentine	November 2013
CG 25.	Training Programme to include development of management skills (including soft skills, policy and procedures, finance) and delivery of Corporate Training (including Whistleblowing, Code of Conduct, Decision Making)	Paula Pocock	March 2014

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CG 26.	Review implications of Local Audit and Accountability Bill	Peter Williams	January 2014
CG 27.	Constitution - review of MWDA's existing Procedural Rules, including update references to Chief Executive's role and to consider setting out format of Authority reports.	Neil Ferris	November 2013