

CORPORATE GOVERNANCE ASSESSMENT

IMPROVEMENT ACTION PLAN 2014/15

Item Ref:	Areas of Improvement:	Lead Officer:	Completion Date:	Progress:
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	Completed - Joined NW Legal Consortium Feb 2015
CG 2.	Communications Strategy – following review in 2013/14, to produce a revised strategy. To include options to increase public engagement.	Carl Beer	Sept 2014	Ongoing – Revised date April 15 (Included as CG2 in 2015/16 Action Plan)
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	Completed May 2014
CG 4.	Delivery of Strategic Review. In 2014/15, to implement current plans and identify future improvement plans.	Carl Beer	Nov 2014	Establishment review ongoing (Included as CG5 in 2015/16 Action Plan)
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	Carl Beer	Sept 2014	Revised Corporate Plan and Service Delivery Plan developed (Reporting

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	performance and profiling.			included as CG3 in 2015/16 Action Plan)
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	Ongoing – Forward Planning Panel used to challenge budget setting
CG 7.	Identify and review all interfaces with stakeholders including constituent councils	Carl Beer	Linked to CG2	Part of Communications Strategy Review
CG 8.	Budget profiles to continue to be developed to ensure patterns of expenditure can be monitored more effectively	Peter Williams	April 2014	Ongoing (Included as CG8 in 2015/16 Action Plan)
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	Ongoing (Included as CG12 in 2015/16 Action Plan)
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	Completed – revised Constitution approved July 2014
CG 11	Review of and implement Member Training and	Amanda	March 2015	Review complete,

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	Development for 2014/15.	Valentine		2015/16 plan reviewed with Forward Planning Panel
CG 12	Employee Training Programme to include development of management skills	Paula Pocock	March 2015	Completed for 2014/15 (Included as CG12 in 2015/16 Action Plan)
CG 13	Review implications of Local Audit and Accountability Act	Peter Williams	July 2014	Completed
CG 14	Review of Member / Officer Protocol	Amanda Valentine	July 2014	Completed – no significant changes
CG 15	Invitation to attend Scrutiny Committees at Constituent Councils to be extended to Halton	Amanda Valentine	April 2014	Completed June 2014 (Included as CG9 in 2015/16 Action Plan)
CG 16	Establish reporting arrangements in terms of the Memorandum of Understanding with each of the Constituent Councils	Carl Beer	July 2014	Reporting to the Authority due Sept 2015 (Included as CG11 in 2015/16 Action Plan)
CG 17	Review and development of a Delegations Register	Amanda	April 2014	Completed May 2014

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		Valentine		
CG 18	Review Health and Safety Committee and arrangements	Carl Beer	May 2014	Review ongoing (Included in as CG14 in 2015/16 Action Plan)
CG 19	Consider approach to developing quality standards including relevance of ISO9001	Peter Williams	November 2014	Completed – investment in system not warranted at this time.