

Corporate Governance Improvement Plan 2009/10

Item Ref:	Areas of Improvement:	Lead Officer:	Approved Implementation Date:	Actual Completion Date:	Status:
1.	Establish library of legal opinion	NF	June 09	March 10	✓ Completed
2.	Legal Support SLA including requirement to identification of new/amended legislative requirements	NF	June 09	June 09	✓ Completed
3.	Agreement of Inter Authority Agreement by the Merseyside Waste Partnership (inc. Halton).	SD	March 2010	-	Ongoing / carried forward into 2010/11 (CG 6)
4.	Stakeholder & Community Liaison Plan (WMRC Contract)	JS	June 2009	June 2009	✓ Completed
5.	Joint Municipal Waste Management Strategy Review	SD	August 2010	-	Ongoing / carried forward into 2010/11 (CG 5)
6.	Delivery of the Procurement Project to ensure continuity of service following transfer from current contractor.	TB	June 2009	June 2009	✓ WMRC Completed
7.	Appointment of Assistant Director – Finance	CB	June 09	August 2009	✓ Completed
8.	Assessment of levy mechanism	PW	March 2010	-	✓ Completed Considered at Treasurer level
9.	Delivery of Annual Service Plans during 2009/10.	NF/AM	March 2010	March 2010	✓ Completed
10.	Performance Management to be delivered through Corporate Training Programme	AV/PP	June 2009	March 2009	✓ Completed
11.	Publish KPI's on intranet	AV	June 2009	June 2009	✓ Completed

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12.	Statutory Officer – subscription updates	Statutory Officers AV	October 2009	December 2009	✓ Completed
13.	Quality Assurance of Corporate Governance Assessment to be established.	AV	April 2009	April 2009	✓ Completed
14.	Obtain legal advice on Member obligations	NF	June 2009	-	Ongoing / carried forward into 2010/11 (CG 14)
15.	Document Management System to be established for version control.	AV	Dec 2009	June 2010	Ongoing / carried forward into 2010/11 (CG 13)
16.	Review Employee Handbook annually to ensure links to documents are up to date.	PP	March 2010	May 2010	✓ Completed
17.	PMF Information System Review	NF	October 2009	October 2009	✓ Completed
18.	WMRC Admin and Monitoring Strategy	AM	July 2009	March 2010	Ongoing
19.	Continuous review and publication of key Indicators.	AV	March 2010	March 2010	Ongoing
20.	Email notification each quarter re publication of monitoring reports	AV	June 2009	June 2009	✓ Completed
21.	Continue to strengthen role in District LSP's	NF	March 2010	-	Ongoing / carried forward into 2010/11 (CG 16)
22.	Review content of Annual Performance Plan following removal of Best Value requirements.	PP	June 2009	June 2009	✓ Completed
23.	Mobilisation of WMRC to ensure smooth transition of service.	AM	July 2009	July 2009	✓ Completed
24.	WMRC – Annual Service and Implementation Plan	JS	July 2009	April 2010	✓ Completed
25.	Implement Data Sharing Protocol	AV	June 2009	June 2009	✓ Completed

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26.	Engage with District Auditor re CAA	NF	June 2009	June 2009	✓ Completed
27.	Assessment of VFM for the Authority	PW	March 2010	-	Ongoing / carried forward into 2010/11 (CG 18)
28.	Review of Procedural Rules re reference to Solicitor to the Authority and statutory officers	NF	June 2009	September 2009	✓ Completed
29.	Review Financial Procedural Rules and Financial Instructions	PW	March 2010	April 2010	Financial Procedural Rules completed, Financial Instructions carried forward into 2010/11 (CG 9)
30.	Staff grading review	CB/PP	March 2010	-	Ongoing / carried forward into 2010/11 (CG 20)
31.	Development of an Equality and Diversity Scheme	PP	August 2009	September 2009	✓ Completed
32.	Review Risk Management Policy and Strategy	AV	December 2009	September 2009	✓ Completed
33.	Ensure effective delivery of SDI Process	CB	June 2009	December 2009	✓ Completed
34.	Deliver Management Training Programme	PP	March 2010	March 2010	✓ Completed
35.	Delivery of individual Member Development Meetings	CB	June 2009	June 2009	✓ Completed
36.	Performance and planning processes review	AV	October 2009	October 2009	✓ Completed
37.	Joint Communications Strategy	SD	March 2010	-	Carried forward into 2010/11 (CG 28)
38.	Implementation of new contractual arrangements to be monitored	JS	July 2009	July 2009	✓ Completed
39.	WMRC Contract – Delivery of user surveys	JS	March 2010	Ongoing	Completion Summer 2010

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40.	HR Strategy to determine union and staff representation.	PP	June 2009	January 2010	✓ Completed
41.	Senior Officer Job Descriptions to reflect risk responsibilities.	CB/PP	October 2009	October 2009	✓ Completed
42.	Procurement of SLA for support services	PW	March 2010	-	Ongoing / carried forward into 2010/11 (CG 33)
43.	Inclusion of risk assessment in Service Plan template	AV	November 2009	September 2009	✓ Completed
44.	Develop IAA Risk Register	NF	March 2010	November 2009	✓ Completed
45.	JMWMS to include risk assessment	SD	August 2010	November 2009	✓ Completed
46.	Review Contract Procedural Rules including reference to certifying officer	LF	June 2009	August 2009	✓ Completed
47.	Review Member / Officer Protocol	NF	March 2010	-	Carried forward into 2010/11 (CG 19)
48.	Review AD – Finance Sub-delegations	AV	July 2009	September 2009	✓ Completed
49.	Decision-making process to be included in Corporate Training Programme.	AV	July 2009	November 2009	✓ Completed
50.	Update job descriptions to include reference to sustainable procurement	PP	October 2009	March 2010	✓ Completed
51.	Civil Contingency Act role to be developed with Districts	NF	March 2010	Sept 2009	✓ Completed
52.	Internal Audit to provide quality assurance of Corporate Governance Assessment in 2010	AV	April 2009	September 2009	✓ Completed in 2009, next review by IA 2011
53.	Review comments and complaints system during mobilisation period of contracts.	JS	Dec 2009	April 2009	✓ Completed
54.	External validation of Director's appraisal	NF	June 2009	February 2010	✓ Completed

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55.	Timetable of CG Assessment in 2010 for early completion	AV	Jan 2010	May 2010	✓ Completed