

Corporate Governance Improvement Plan 2010/11

Item Ref:	Areas of Improvement:	Lead Officer:	Approved Implementation Date:	Actual Completion Date:
CG 1.	Provision of Services Review (workstream within Operational Review)	John Connell	September 2010	
CG 2.	Continuous Professional Development of Statutory Officers	Carl Beer	March 2011	
CG 3.	Waste Management Recycling Contract (WMRC) – User Survey	Jeff Sears	Sept 2010	
CG 4.	WMRC – Establishment of Stakeholder Liaison Panel	Alex Murray / Stuart Donaldson	March 2011	
CG 5.	Review of Joint Municipal Waste Management Strategy	Stuart Donaldson	December 2011	
CG 6.	Signing of Inter Authority Agreement by all partners	Stuart Donaldson	December 2010	
CG 7.	Annual review of Affordability Envelope	Peter Williams	February 2011	
CG 8.	Delivery of Operational Review	Carl Beer	March 2012	
CG 9.	Review of Financial Instructions	Peter Williams	September 2010	
CG 10.	Review of Performance Reporting	Peter Williams	June 2010	
CG 11.	Production of an Annual Merseyside and Halton Partnership Performance Report	Neil Ferris	August 2010	

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CG 12.	Annual Performance Report	Paula Pocock	July 2010	
CG 13.	Delivery of a Document Control Library	Mandy Valentine	June 2010	
CG 14.	Production of a Guide for MWDA Members	Neil Ferris	July 2010	
CG 15.	Establish methodology for mass balance of waste inputs and outputs at MWDA facilities	Alex Murray	March 2011	
CG 16.	Continue to strengthen the Authority's role in District Local Strategic Partnerships	Neil Ferris	Ongoing	
CG 17.	Delivery of a Member Workshop to review roles and responsibilities.	Carl Beer	July 2010	
CG 18.	Value for Money Assessment (following interim findings of Operational Review – CG 8)	Peter Williams	Nov 2010	
CG 19.	Review of Member / Officer Protocol	Neil Ferris	July 2010	
CG 20.	Evaluation / Implementation of Staff Grading Review	Carl Beer / Paula Pocock	Sept 2010	
CG 21.	Review of the Authority's Anti Fraud and Corruption Strategy	Peter Williams	March 2011	
CG 22.	Review of Internet and Email Policy	Paula Pocock	June 2010	
CG 23.	Annual statement to District Councils regarding scrutiny	Neil Ferris	June 2010	
CG 24.	Promotion of Comments and Complaints System	Mandy Valentine	March 2011	

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CG 25.	Production of a Report Writing Guide	Mandy Valentine	December 2010	
CG 26.	Officer Skills Audit (Workstream within the Operational Review)	Paula Pocock	September 2010	
CG 27.	Optimise use of Member skills / experience	Mandy Valentine	September 2010	
CG 28.	Joint Communications Strategy (linked to CG 5)	Stuart Donaldson	December 2011	
CG 29.	Review of Freedom of Information Scheme (against Information Commissioner's Office Model)	Colette Gill	March 2011	
CG 30.	Develop Resource Recovery Contract Freedom of Information Clauses	Neil Ferris	Ongoing	
CG 31.	Risk Management Policy and Strategy Review	Mandy Valentine	March 2011	
CG 32.	Review of Procurement Risk Register Process	Carl Beer	Sept 2010	
CG 33.	Establishment of Service Level Agreement with St Helens MBC	Peter Williams	Sept 2010	
CG 34.	Risk Management Training and Development	Neil Ferris	Jan 2011	
CG 35.	Whistleblowing Policy Review	Paula Pocock	July 2010	
CG 36.	Business Continuity Plan Implementation	Barbara Jones	Sept 2010	
CG 37.	Health and Safety Policy Review	Alex Murray	December 2010	

## APPENDIX 4

Item Ref:	Areas of Improvement:	Lead Officer:	Approved Implementation Date:	Actual Completion Date:
CG 38.	Assistant Director Job Description update in relation to responsibilities for inspections and audits	Mandy Valentine	October 2010	
CG 39.	Senior Management Team Meeting to discuss implementation of Corporate Governance Action Plan	Mandy Valentine	July 2010	