

Corporate Governance Improvement Plan 2010/11

<b>Item Ref:</b>	<b>Areas of Improvement:</b>	<b>Lead Officer:</b>	<b>Approved Implementation Date:</b>	<b>Actual Completion Date:</b>
CG 1.	Provision of Services Review (workstream within Operational Review)	John Connell	September 2010 Changed to Feb 2011	Completed
CG 2.	Continuous Professional Development of Statutory Officers	Carl Beer	March 2011	Ongoing
CG 3.	Waste Management Recycling Contract (WMRC) . User Survey	Jeff Sears	Sept 2010 Changed to Dec 2010	Completed
CG 4.	WMRC . Establishment of Stakeholder Liaison Panel	Alex Murray / Stuart Donaldson	March 2011	Completed
CG 5.	Review of Joint Municipal Waste Management Strategy	Stuart Donaldson	December 2011	December 2011 (c/f to 2011/12)
CG 6.	Signing of Inter Authority Agreement by all partners	Stuart Donaldson	December 2011	December 2011 (c/f to 2011/12)
CG 7.	Annual review of Affordability Envelope	Peter Williams	February 2011	Completed
CG 8.	Delivery of Operational Review	Carl Beer	March 2012	March 2012 (c/f to 2011/12)
CG 9.	Review of Financial Instructions	Peter Williams	September 2010 Changed to Dec 2010	June 2011 (c/f to 2011/12)
CG 10.	Review of Performance Reporting	Peter Williams	June 2010	Completed
CG 11.	Production of an Annual Merseyside and Halton Partnership Performance Report	Neil Ferris	August 2010 Changed to Oct 2010	Completed
CG 12.	Annual Performance Report	Paula Pocock	July 2010	Completed
CG 13.	Delivery of a Document Control Library	Mandy Valentine	June 2010	Completed

**APPENDIX 2**

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CG 14.	Production of a Guide for MWDA Members	Neil Ferris	July 2010	Sept 2011 (c/f to 2011/12)
CG 15.	Establish methodology for mass balance of waste inputs and outputs at MWDA facilities	Alex Murray	March 2011	Completed
CG 16.	Continue to strengthen the Authority's role in District Local Strategic Partnerships	Neil Ferris	Ongoing	Ongoing
CG 17.	Delivery of a Member Workshop to review roles and responsibilities.	Carl Beer	July 2010	Completed
CG 18.	Value for Money Assessment (following interim findings of Operational Review . CG 8)	Peter Williams	Nov 2010	March 2012 (c/f to 2011/12)
CG 19.	Review of Member / Officer Protocol	Neil Ferris	July 2010	Completed
CG 20.	Evaluation / Implementation of Staff Grading Review	Carl Beer / Paula Pocock	Sept 2010 Changed to March 2011	Completed
CG 21.	Review of the Authority's Anti Fraud and Corruption Strategy	Peter Williams	March 2011	June 2012 (c/f to 2011/12)
CG 22.	Review of Internet and Email Policy	Paula Pocock	June 2010	Completed
CG 23.	Annual statement to District Councils regarding scrutiny	Neil Ferris	June 2010	Completed
CG 24.	Promotion of Comments and Complaints System	Mandy Valentine	March 2011	Completed
CG 25.	Production of a Report Writing Guide	Mandy Valentine	December 2010	Completed
CG 26.	Officer Skills Audit (Workstream within the Operational Review)	Paula Pocock	September 2010 Changed to Nov 2010	Sept 2011 (c/f to 2011/12)

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CG 27.	Optimise use of Member skills / experience	Mandy Valentine	September 2010 Changed to Ongoing	Ongoing
CG 28.	Joint Communications Strategy (linked to CG 5)	Stuart Donaldson	December 2011	December 2011 (c/f to 2011/12)
CG 29.	Review of Freedom of Information Scheme (against Information Commissioner's Office Model)	Colette Gill	March 2011	Completed
CG 30.	Develop Resource Recovery Contract Freedom of Information Clauses	Neil Ferris	Ongoing	Ongoing
CG 31.	Risk Management Policy and Strategy Review	Mandy Valentine	March 2011	Completed
CG 32.	Review of Procurement Risk Register Process	John Connell	Sept 2010 Changed to Nov 2010	Completed
CG 33.	Establishment of Service Level Agreement with St Helens MBC	Peter Williams	Sept 2010 Changed to Dec 2010	June 2011 (c/f to 2011/12)
CG 34.	Risk Management Training and Development	Neil Ferris	Jan 2011	March 2012 (c/f to 2011/12)
CG 35.	Whistleblowing Policy Review	Paula Pocock	July 2010	Completed
CG 36.	Business Continuity Plan Implementation	Barbara Jones	Sept 2010 Changed to Dec 2010	Completed
CG 37.	Health and Safety Policy Review	Alex Murray	December 2010	Sept 2011 (c/f to 2011/12)
CG 38.	Assistant Director Job Description update in relation to responsibilities for inspections and audits	Mandy Valentine	October 2010	Completed
CG 39.	Senior Management Team Meeting to discuss implementation of Corporate Governance Action Plan	Mandy Valentine	July 2010	Completed
CG 40.	Publication of Spend / Salaries [NEW]	Peter Williams	Jan 2011	Completed
CG 41.	Equality Act Review [NEW]	Paula Pocock	Oct 2010	Completed

