

## Argyll and Bute Council – Corporate Governance Improvement Plan 2011/2012

The Corporate Governance Improvement Plan outlines the actions required to raise areas rated as partially compliant with local Code of Corporate Governance requirements to a level fully compliant with requirements. The items detailed within the Improvement Plan were graded as 2 (partially compliant) during the Corporate Governance Gap Analysis self-assessment.

Ref	Local Code	Actions to achieve compliance	Success measures	Key dates	Lead	Ref.	Risks
CG-1	<b>Develop a corporate framework for partnerships within the CPP</b>	Implementation of Community Engagement Strategy and development of partnership agreements for key partnerships	Community Engagement Strategy implemented;  Constitution & Partnership Agreement to be approved by CPP	31 March 2012	Head IHR / Head C&C	CG Code 1.1.3 2.1.1	SR09
CG-2	<b>Local Code of Corporate Governance has been developed in line with CIPFA/SOLACE guidelines</b>	Annual review of Corporate Governance Code;  Statement of Governance and Internal Control in Annual Accounts;	Reviewed Corporate Governance Code  Statement of Governance and Internal Control with 2011/12 Accounts;  Corporate Governance Improvement Plan implemented	31 March 2012	Head G&L	CG Code 1.1.2 2.1.1	SR16
CG-3	<b>Best Value Reviews of Council services to ensure best value principles adhered to</b>	Complete year 3 service reviews	Service reviews approved by Council	28 February 2012	CE / Executive Directors	CG Code 1.3.1	SR07

Appendix 2

Ref	Local Code	Actions to achieve compliance	Success measures	Key dates	Lead	Ref.	Risks
	<b>Benchmarking: comparing economy, efficiency and effectiveness of services</b>	Further development of Public Sector Improvement Framework (PSIF)	PSIF rolled out corporately	31 March 2012			
<b>CG-4</b>	<b>A robust performance management system has been developed which enables all operations to be reported on in terms of meeting performance standards targets and levels of customer satisfaction</b>	Development of Scorecards reflecting Corporate Outcomes, taking into account performance standards targets and levels of customer satisfaction	Scorecards further developed to reflect Corporate Outcomes and to include performance standards and customer satisfaction measures	31 March 2012	Executive Directors	CG Code 1.2.1 1.3.1	SR06 SR07 SR10
<b>CG-5</b>	<b>A risk based approach is a key component of the Council's approach to planning and performance management</b>	Development / review of risk management policy, framework and guidance and ensure it is consistent with PPMF.	Revised risk management framework in place to ensure consistency with PPMF	30 June 2011	Head IHR / Head SF	CG Code 4.3.1	SR07 SR18
<b>CG-6</b>	<b>Strategic and Operational Risk management procedures and processes in place</b>	Development / review of risk management policy, framework and guidance and ensure it is consistent with PPMF.	Revised risk management framework in place to ensure consistency with PPMF  Revised SRR/ORR	30 June 2011  30 June 2011	Head IHR / Head SF	CG Code 4.3.1	SR18

Appendix 2

Ref	Local Code	Actions to achieve compliance	Success measures	Key dates	Lead	Ref.	Risks
CG-7	Appropriate risk management training provided to Members and Officers	Further roll-out of Risk Management Training; including Elected Members	Risk Management Training provided to relevant Officers and Members	31 March 2012	Head SF / Head G&L	CG Code 4.3.1	SR18
CG-8	Risk Management Policy Statement and Strategy in place	Review of existing Risk Management Policy and Strategy	Revised and updated Risk Management Policy and Strategy in place	30 June 2011	Head SF	CG Code 4.3.1	SR18
CG-9	The Council Constitution includes Standing Orders for Meetings, Scheme of Administration and Delegations, and an Ethical Framework	Annual review of Constitution  Ethical Framework updated	Updated Ethical Framework to be agreed by Council and included within Constitution	31 March 2012	Head G&L	CG Code 2.1.1 2.2.1 3.1.1 3.2.2	SR12 SR13 SR20
CG-10	Training provided to relevant Members and Officers in areas of identified need, for example Planning and Licensing matters	Further development of PDR process for Officers and Personal Development Plans for Members	PDR and PDP completion rates increased.  Training provided in line with identified need  Targeted, co-ordinated and monitored Elected Member Development programme in place  Senior Management Development	31 March 2012	Head IHR / Head G&L	CG Code 4.4.2 5.2.1 5.2.3	SR02 SR03 SR13 SR20

Appendix 2

Ref	Local Code	Actions to achieve compliance	Success measures	Key dates	Lead	Ref.	Risks
			Programme has been implemented in line with core competencies				