

Argyll and Bute Council – Corporate Governance Action Plan 2012/2013

The Corporate Governance Action Plan outlines the actions required to raise areas rated as partially compliant to a level rated as fully compliant with the requirements of the code along with actions being undertaken to maintain some areas rating as fully compliant.

Ref	Local Code	Actions to achieve compliance	Success measures	Key dates	Lead	Ref.
CG-1	Develop and promote the Authority's purpose and vision	The Communications Strategy and Public Performance Reporting strategy have been reviewed, updated and approved	Both strategies are implemented	31 Dec 2012	Head IHR	CG Code 1.1.1
CG-2	Develop a corporate framework for partnerships within the CPP	Development of partnership agreements for key partnerships	Partnership Agreements to be approved by CPP	31 March 2013	Head IHR	CG Code 1.1.3 2.1.1
CG-3	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	Further development of Public Sector Improvement Framework (PSIF) Further development of PPMF	PSIF rolled out to Education and Social Work Team scorecards in place throughout the organisation	31 Dec 2012 31 March 2012	Executive Directors	CG Code 1.2.1 1.3.1

Appendix 2

<p>CG-4</p>	<p>The Council has in place robust Business Continuity (BC) plans and processes which are subject to regular review and testing</p>	<p>Review of Business Continuity processes and procedures</p>	<p>Complete project and recovery plans in place for all critical activities.</p> <p>Recovery Plan template for schools developed.</p> <p>BC policy document updated to reflect new procedure and review and testing programme</p>	<p>31 July 2012</p> <p>31 July 2012</p> <p>31 Dec 2012</p>	<p>Head G&L</p>	<p>CG Code 1.2.2</p>
<p>CG-5</p>	<p>The Council has a formally established complaints policy and procedure</p>	<p>Review of corporate complaints procedure</p>	<p>Corporate complaints procedure complies with the model complaints handling procedure (CHP) proposed by the Scottish Public Services Ombudsman</p>	<p>31 Dec 2012</p>	<p>Head G&L</p>	<p>CG Code 1.2.2 3.1.1</p>
<p>CG-6</p>	<p>The Council Constitution includes Standing Orders for Meetings, Scheme of Administration and Delegations, and an Ethical Framework</p>	<p>Scheme of administration and delegations reviewed and updated</p>	<p>Current Scheme of delegation and administration being reviewed in terms of the new PMA as agreed by the Council's Administration</p>	<p>30 Sept 2012</p>	<p>Head G&L</p>	<p>CG Code 2.1.1 2.2.1</p>
<p>CG-7</p>	<p>A risk based approach is a key component of the Council's approach to planning and</p>	<p>Strategic Risk Group take forward actions identified in RMAP 12-13</p>	<p>All actions completed</p>	<p>31 March 2013</p>	<p>Head IHR / Head SF</p>	<p>CG Code 4.3.1</p>

Appendix 2

	performance management					
CG-8	Strategic and Operational Risk management procedures and processes in place	Review of risk management policy, framework and guidance to ensure that risk management contributes to achieving outcomes	Revised risk management procedures for reporting risk movement Revised SRR/ORR's	31 March 2013 31 March 2013	Head IHR / Head SF	CG Code 4.3.1
CG-9	Appropriate risk management training provided to Members and Officers	Risk Management Training for staff and Elected Members	Risk Management Training provided to Officers and Members	30 Sept 2012	Head SF / Head G&L	CG Code 4.3.1
CG-10	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	31 Aug 2012	Head SF	CG Code 4.3.1
CG-11	Corporate group in place to oversee risk management process	Formation of Strategic Risk Group	Schedule of meetings and terms of reference agreed	30 June 2013	Head SF	CG Code 4.3.1