

Doncaster Council Governance Plan 2013

ACTIVITIES IN PROGRESS

R1 Strand		Responsible Assistant Director	
R1.1	Proposed activity to deliver the recommendation (Original recommendation reference number)	Target Completion Date	Completed (Date)
R1 Partnership Risks Managed		Steve Mawson	
R1.1	Improve partnership risk arrangements	31/03/13	
	Update March 2013: The Working in Partnership framework and the Risk Management Framework are being progressed and will be presented to the Governance Group on the 24 th June. The lead officers for all current partnerships are completing registration forms and self-assessments will be sent to all partners that are classed as a major significance. Results of the self-assessments will also be presented to the Governance Group on the 24 th June.		
	Update June 2013: The Working in Partnership Framework and the Risk Management Framework are being progressed. The Risk Management Framework will be presented to the Governance Group on the 24 th June 2013 and the Working in Partnership Framework will be presented to the following Governance Group meeting. The lead officers for all current partnerships are completing registration forms and self-assessments will be sent to all partners that are classed as a major significance. Results of the self-assessments will be presented to the Governance Group with the Working in Partnership Framework.	30/09/13	
	Update October 2013. The Risk Management Framework is being presented to the Governance Group on November along with a timetable for the consultation and implementation. The Working in Partnership Framework is being progressed by the newly developed Partnership & Programmes Team and a briefing note will be presented to the next Governance Group.	January 2014	

R2 Internal Audit Issues Addressed		Steve Mawson	
R2.1	Performance manage critical audit actions		
	% of critical, major and significant audit recommendations agreed by management		Completed 31/03/12
	% of agreed critical, major and significant audit recommendations implemented on time	31/03/13	
	Update March 2013: Directorates have completed all critical, major and significant action due in quarter 3 within timescale		
	Update June 2013: 16 out of 23 recommendations due to be implemented by 29 March 2013 have been implemented (70%). The 7 outstanding recommendations relate to Payroll reconciliations (x2), managing attendance processes (x3), budget monitoring and commissioning of voluntary services. Reasonable revised implementation dates have been agreed for each outstanding recommendation, taking into account system changes and external factors not directly in the Services' control.		Completed 31/03/13
	Update October 2013. Of the 35 critical/major recommendations due for completion in Q2 18 (51%) have been achieved. The 17 outstanding relate to CVS (x2), Central Control of Procurement Contract (x1), Payroll Processing (x7), IT Governance (x1), Safeguarding Adults Personal Assets (x5) and Gypsy & Traveller Rent Follow Up (x1). There will be a concerted effort to complete this next quarter.	On-going	

R3 Data Protection Incidents Minimised		Julie Grant	
R3.1	Improved data protection arrangements	Ongoing	
	Update March 2013: The ICO completed the consensual audit 4-6th December in Adult Safeguarding, HR and Revs & Bens focusing on data sharing, records management, data protection training and awareness. We have now received the outcome of 'Limited Assurance' and have a 34 point action plan that we are currently working towards as well as continuing to work through our action plan for the whole organisation and implement the new Data Retention and Disposal Policy focusing on paper first followed by electronic records. We have also had the outcome of 2 open ICO investigations into data breaches within Children's Services and Legal. These did not include penalties mostly due to the fact we agreed to the audit and the ICO are aware of the rapid progress being made. All progress is being monitored very closely by the Council's SIRO (Senior Information Risk Owner) Simon Wiles, the AD responsible and the Data Protection Officer. The Audit Team and Lead Data Protection Officers and Information Asset Owners across the Council are also assisting wherever required		

	Update June 2013: Much progress has been made with the action plans, and the development of the Information Governance Strategy is influencing the implementation of the required information policies and procedures. Progress continues to be monitored by the SIRO (Senior Information Risk Owner). The Data Retention and Disposal Policy is being rolled out across the whole authority and the records management storage facility is now in use. The SIRO is in the process of reviewing the Information Asset Owners nominations in order to continue the progression of the action plans. There have been no further breaches reported to the ICO and we are awaiting the result of one ICO investigation following a data breach within Legal Services. The Audit Team and the Lead Data Protection Officers continue to assist wherever required.		
	Update October 2013. Of the 34 recommendations made in the ICO Action Plan, currently 26 have been completed and all of the remaining actions are in progress, some of which are not targeted to be complete until the next financial year, or are ongoing. Progress continues to be monitored by the SIRO and SIRO Board, and the final response to the consensual audit is due to be issued to the ICO on the 08/11/13. The Information Asset Owners nominations have been revised and the newly nominated officers are now known across the organisation, have had their responsibilities communicated and the required Information Governance training is being scheduled and delivered. There have been no further breaches reported to the ICO and we are still awaiting the result of one ICO investigation following a data breach within Legal Services. The Audit Team and the Lead Data Protection Officers continue to assist whenever required.		

R5	Governance Strategy Action Plan		Jill Parker
R5.2	Improving compliance with the governance arrangements and the general standards of behaviour across the Council by:		
	R5.23 Including manager responsibilities in manager job descriptions and the Manager's Handbook	Ongoing	March 2014

R14	The Council should closely monitor progress in making the required improvements in Children's Services and Housing Services (R28)		Mil Vasic/Tracey Harwood
Housing Services			
R14.2	Identify any major internal governance risks or capacity to deliver issues with regard to delivery of the improvements and the service in general as part of the Council's quarterly performance management framework (R28.4)	Review quarterly during 2012/13	
	Update March 2013 Through robust management a number of issues have come to light. This is having an effect on the capacity to deliver. To ensure we can provide a service resources are been used from other service areas. All issues are been addressed through using the appropriate policies and procedures. We continue to monitor delivery against the Joint CYPS/Housing Strategy Group Action Plan which enables alignment of key CYPS / Housing priorities (as an on-going joint commitment by CYPS / Housing to rectify the issues identified by the 2011 AC review).	March 2013 ongoing	

	<p>Update June 2013 Through robust management a number of issues have come to light. This is having an effect on the capacity to deliver. To ensure we can provide a service resources are been used from other service areas. All issues are been addressed through using the appropriate policies and procedures.</p> <p>We continue to monitor delivery against the Joint CYPS/Housing Strategy Group Action Plan which enables alignment of key CYPS / Housing priorities (as an on-going joint commitment by CYPS / Housing to rectify the issues identified by the 2011 AC review).</p>		
	<p>Update October 2013 Issues identified at present in terms of the delivery of the priorities and engagement. A meeting is scheduled to relook at the delivery plan and identify away forward for the two Services. Issues highlighted currently are in relation to the joint working protocol in respect of 16/17 year olds. Focus groups, training and a joint assessment process are been developed to overcome the issues around this.</p>		
Children's Services			
R14.3	<p>New CYPS Improvement Plan 2012-13 to be agreed at the Doncaster Children's Board scheduled for 30 March 2012 (R28.5)</p> <p>iMPOWER, the Council's external improvement partner has prepared the latest Improvement Plan and this will be monitored via the Children and Families Strategic Partnership Board.</p>	<p>1 April 2012 - 30 March 2013</p> <p>On-going</p>	