

**APPENDIX 2: Action plan for improvement following review of effectiveness of governance arrangements 2020/21**

	<b>Action</b>	<b>Who</b>	<b>Date</b>	<b>Progress Update</b>
<b>1</b>	<p><b>Annual Review of Corporate Governance</b></p> <p>At the end of the year, the Council will produce its statement on governance, which includes end of year assurance statements by Assistant Directors/Chief Officers and internal audit's opinion report</p>	Monitoring Officer	May 2021	<b>Completed</b> - The Assurance Statements have been completed.
<b>2</b>	<p><b>Governance Arrangements</b></p> <p>To keep under review, the Council's governance arrangements.</p>	Monitoring Officer	March 2021	<p><b>Completed</b> - This is ongoing and will be kept under review throughout the year.</p> <p>A Governance Working Group has also been set up and is tasked with exploring different Governance Arrangements.</p>
<b>3</b>	<p><b>Data Retention Policy and General Data Protection Regulation</b></p> <p>To keep under review, the Data retention policy and the new General Data Protection Policy.</p>	Monitoring Officer	March 2021	<b>Completed</b> - This is ongoing and will be kept under review throughout the year.
<b>4</b>	<p><b>Review of the Overview &amp; Scrutiny Committee function</b></p> <p>To implement the revised governance and working arrangements of the committee.</p>	Monitoring Officer	Ongoing	<b>Completed</b> - Changes have been made to the working practices of the Overview and Scrutiny committee. Changes have already been implemented and approved by Members and will be kept under review throughout the year.
<b>5</b>	<p><b>Review of Corporate Risk Policy for the Council:</b></p> <p>Encourage all services to have up to date Departmental / Project Risk Registers that</p>	Director of Corporate Services	March 2021	<p>Work to develop departmental risk registers is ongoing.</p> <p><b>Not completed – In Progress:</b> The annual review</p>

	<p>comply with the Corporate Policy.</p> <p>Undertake the annual review of the Policy alongside the Audit &amp; Governance Committee and make recommendations to Cabinet.</p>			<p>of the policy framework is to be considered in July 2021.</p>
6	<p><b>Financial Management Code</b></p> <p>Review and assess conformity with the CIPFA Statement of Principles of Good Financial Management, raise awareness in the organisation and make appropriate changes to processes to ensure compliance with the Financial Management Code for 2020/21.</p>	<p>Lead Accountant &amp; Monitoring Officer</p>	<p>April 2021</p>	<p><b>Not completed – In Progress:</b> - Detailed work has not been undertaken on this during 2020/21 due to the increased workload and change in priorities as a result of the pandemic.</p> <p>This is work in progress and will be complete by October 2021. The first full year of compliance is 2021/22 and we are able to demonstrate that we are working towards full implementation of the Code.</p> <p>The Council already has strong governance and internal control processes in place which align with the six financial management standards set out in the Financial Management Code so it is not felt that there is a risk of non-compliance. A detailed review of the standards will be carried out in the coming months to ensure that the Council's processes satisfy the principles of good financial management.</p>
7	<p><b>Folkestone &amp; Hythe Accelerated Delivery Board:</b></p> <p>Existing governance arrangements for the board will be reviewed in light of the council's approach to COVID-19</p>	<p>Corporate Director of Place</p>	<p>March 2021</p>	<p><b>Not completed – In Progress:</b> In light of the creation of Otterpool Park LLP, and the emerging Folkestone Town Centre Place Plan, the role of the Folkestone &amp; Hythe Accelerated Delivery Board is being reviewed in order to</p>

	recovery and new Corporate Plan.			ensure that effective support is in place across the district to promote the delivery of strategic-level growth priorities.
8	<p><b>Performance Management Framework</b></p> <p>The existing Performance Management Framework will be reviewed to ensure it aligns with the strategic objectives of the new Corporate Plan.</p>	Performance & Improvement Specialist	March 2021	<p><b>Not completed – In Progress:</b> The new corporate plan 2021-30 was adopted by Cabinet and Full Council in February 2021. Work has been undertaken to refresh the Performance Management Framework to ensure it's in line with the new strategic objectives and priorities.</p> <p>The updated framework has now been considered by the Overview &amp; Scrutiny Committee on 1<sup>st</sup> June 2021. The report will now presented to Cabinet in July 2021 for final adoption.</p>