

Argyll and Bute Council – Corporate Governance Action Plan 2018/2019

Ref	Local Code	Actions to achieve compliance	Success measures	Key dates	Lead	Ref.
CG-1	Make a senior officer (the Section 95 Officer) responsible to the authority for ensuring that appropriate advice is given for all financial matters, for keeping proper financial records and accounts, and for maintaining effective systems of internal financial control.	Implementation of new capital monitoring processes and a revised capital prioritisation process	Processes approved and in place	31 March 2019	Chief Executive/ Head SF	2.2.3
CG-2	Develop and maintain an effective scrutiny function which encourages constructive challenges and enhances the authority's performance overall and that of any organisation for which it is responsible.	Implementation of the new approach to scrutiny with scrutiny reviews reported to the Audit and Scrutiny Committee	Reporting procedure to Audit and Scrutiny Committee in place	31 March 2019	Head SF	4.1.1
CG-3	Recognise the limits of lawful action and observe both the specific requirements of legislation	Full implementation of the requirements of GDPR and the new Data Protection Act	Recognise the limits of lawful action and observe both the specific requirements of legislation and the general responsibilities	31 March 2019	Exec Dir – Customer Services/ Head G&L	4.4.2

			placed on local authorities			
CG - 4	Ensure that an established scheme for remuneration of members and officers and an effective structure for managing the process are in place.	Improving efficiency and accuracy in payroll processing through full roll out of electronic payslips and greater automation	Processes in place and assessment of benefits undertaken	31 March 2019	Exec Dir – Customer Services/ Head I&HR	2.3.2
CG- 5	Ensure that those making decisions are provided with information that is fit for purpose, relevant, timely, and gives clear explanations of technical issues and their implications.	Establishing a control hub within Roads and Amenity Services with responsibility for programming, delivering and monitoring Roads and Amenity Services	Control hub in place and monitoring of effectiveness undertaken	31 March 2019	Exec Dir – Development and Infrastructure/Head R&A	4.2.1
CG- 6	Ensure that those making decisions are provided with information that is fit for purpose, relevant, timely, and gives clear explanations of technical issues and their implications.	Extend equality impact assessments to include a socio-economic impact assessment to ensure that all major decisions taken by the Council have regard to the Fairer Scotland duty.	New impact assessment in place and used for all major decisions	31 March 2019	Head of I&HR	4.2.2
CG- 7	Ensure that partnerships are underpinned by a common vision of their work that is understood	A review of the Integration Scheme with a particular focus on risk sharing	1. Agreement to review by NHS Highland	30 June 2018	Executive Director Customer Services	1.1.3

Appendix 3

	and agreed by all partners	<p>arrangements, this review will be carried out in partnership with NHS Highland.</p> <p>The IJB are required to consult and engage on the next 3 year Strategic Plan, this will require to be agreed by Argyll and Bute Council and NHS Highland.</p>	<p>2.Report on outcome of review concluded</p> <p>Develop the Strategic Plan for next 3 years</p>	<p>31 December 2018</p> <p>31 March 2019</p>	<p>Head Of Strategic Planning and Performance (HSCP)</p>	
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