

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

Ref	Local Code	Actions to achieve compliance	Success measures	Key dates	Lead	Ref.
CG-1	<b>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.</b>	Implementation of new capital monitoring processes and a revised capital prioritisation process	Processes approved and in place  Update - Work to develop a revised capital monitoring process is ongoing. This is scheduled to be implemented in October 2019 and will be reviewed by Internal Audit in early 2020	31 March 2019	Chief Executive/ Head SF	2.2.3
CG-2	<b>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.</b>	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  Completed - The Council's new approach to scrutiny has been rolled out. A Scrutiny Framework and Manual have been approved by the Audit and Scrutiny Committee as was the 2018/19 Scrutiny Plan.	31 March 2019	Head SF	4.1.1
CG-3	<b>Recognise the limits of lawful action and</b>	Full implementation of the requirements of	Recognise the limits of lawful action and	31 March 2019	Exec Dir – Customer	4.4.2

	<b>observe both the specific requirements of legislation</b>	GDPR and the new Data Protection Act	<p>observe both the specific requirements of legislation and the general responsibilities placed on local authorities</p> <p>Update – GDPR compliance is now mainstreamed into service delivery with staff very familiar with the necessary arrangements</p>		Services/ Head G&L	
<b>CG - 4</b>	<b>Ensure that an established scheme for remuneration of members and officers and an effective structure for managing the process are in place.</b>	Improving efficiency and accuracy in payroll processing through full roll out of electronic payslips and greater automation	<p>Processes in place and assessment of benefits undertaken</p> <p>Complete – Electronic payslips are in place for all staff and are being rolled out to elected members. Further improvements in payroll processing automation have been implemented to reduce the risk of errors and improve processing time.</p>	31 March 2019	Exec Dir – Customer Services/ Head I&HR	2.3.2
<b>CG- 5</b>	<b>Ensure that those making decisions are</b>	Establishing a control hub within Roads and	Control hub in place and monitoring of	31 March 2019	Exec Dir – Developm	4.2.1

Appendix 1

	<b>provided with information that is fit for purpose, relevant, timely, and gives clear explanations of technical issues and their implications.</b>	Amenity Services with responsibility for programming, delivering and monitoring Roads and Amenity Services	effectiveness undertaken  Complete – operation teams combined into one providing single area cross service teams based across the Council area.		ent and Infrastructure/Head R&A	
<b>CG-6</b>	<b>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.</b>	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  Complete – A new process for Equality and Socio Economic Impact Assessments which considers both services users and employees has been developed and adopted.	31 March 2019	Head of I&HR	4.2.2
<b>CG-7</b>	<b>Ensure that partnerships are underpinned by a common vision of their work that is understood and agreed by all partners</b>	A review of the Integration Scheme with a particular focus on risk sharing arrangements, this review will be carried out in partnership with NHS Highland.	1. Agreement to review by NHS Highland  2. Report on outcome of review concluded  Update – Agreement not reached and actions will be carried over to 19/20 action plan	30 June 2018  31 December 2018	Executive Director Customer Services  Head Of Strategic Planning and	1.1.3

## Appendix 1

		<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>3.Develop the Strategic Plan for next 3 years</p> <p>Update - approved by IJB on 27 March and will be presented to both Council and NHS Highland.</p>	<p>31 March 2019</p>	<p>Performance (HSCP)</p>	
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