

Argyll and Bute Council – Corporate Governance Action Plan 2019/2020

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.	Review of the revised capital monitoring process	Process approved and in place	Implementation – 31 October 2019 - Complete Review by Internal Audit – 31 March 2020 Audit carried forward to 20/21 audit plan	Chief Executive/Head FS	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	Approved Scrutiny Plan for 19/20 implemented and scheduled reviews undertaken by Committee in line with the plan.	31 March 2020 Complete	Head FS	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 Data Protection Act 2018 and the	Continued progress in implementing both the GDPR development plan and the Records Management	31 March 2020 Some progress made and implementation continuing in	Exec Dir – Customer Services/Head G&L	4.4.2

Appendix 1

		Public Records (Scotland) Act 2011	development plan	20/21		
CG-4	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.	Fully digitalise all document and evidence exchanges for Local Development Plan 2 'Examination in Public' process.	Digitalised system in place and monitoring of effectiveness undertaken	31 March 2020 Work ongoing having been delayed but will be completed in 20/21	Exec Dir – Development and Infrastructure/Head of Dev Mgt	4.2.1
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.	Develop an automated interface between the Property Management System (Concerto) and the Financial System (Oracle) to process contractor payments.	Interface in place and monitoring of effectiveness undertaken	31 March 2020 Progress on this has been made and work continuing with FS but will be completed in 20/21	Head of Commercial Services	4.2.1
CG-6	Ensure that partnerships are underpinned by a common vision of their work that is understood and agreed by all partners	A full review of the HSCP Integration Scheme undertaken in partnership with NHS Highland.	Agreement reached in relation to all topics to be included in the review and full review completed	30 June 2020 Complete – approved by BCC on 16 th April	Executive Director - Customer Services and Head Of Strategic Planning and Performance (HSCP)	1.1.3