

Argyll and Bute Council – Corporate Governance Action Plan 2020/2021

Updated actions

Ref	Improvement actions	Success measures	Key dates/Update	Lead
CG-1	Continue to progress the work to 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 2021 Digital systems in place and will be monitored for effectiveness during 2021 when document exchange will occur and things are submitted to the reporter for Examination.	Head of D&EG
CG-2	Develop an integrated production process for the SHIP and Local Housing Strategy which will utilise GIS information to improve due diligence knowledge of proposed Registered Social Landlord housing sites, thus identifying risks to delivering the SHIP.	Process in place and monitoring of effectiveness undertaken	31 March 2021 System is now in place and can begin to be utilised. Over time it will be populated with more information and its effectiveness can be monitored and the system adapted as required. This will be ongoing as opposed to having a fixed end	Head of D&EG

Appendix 1

CG-3	Procure and implement enhanced logistical software that will facilitate route optimisation for many transport related functions	System in place and monitoring of effectiveness undertaken	<p>date.</p> <p>31 March 2021</p> <p>The market was tested in terms of availability of systems and suppliers but due to the pandemic and the fact that many potential suppliers had furloughed staff, the response was disappointingly low. As we are now easing out of lockdown in a new financial year, a further procurement exercise will be carried out to enable service improvements and efficiencies through technology achieved.</p>	Head of R&I
CG-4	Continue to 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	<p>31 December 2020</p> <p>This element of work was delayed due to the impact of Covid. The interface for capital payments was further scrutinised at the past two financial year end. Work will continue with</p>	Head of CS

Appendix 1

			Strategic Finance to finalise an automated interface for the processing of contractor payments for revenue. It is anticipated this will be completed by September 2021.	
CG-5	Improve quality and accuracy of asset information which will benefit asset valuations, calculations for utilities costs and asset management	System in place and monitoring of effectiveness undertaken	30 March 2021 Approximately 50% of buildings being reviewed have been completed. Delayed due to COVID as site visits were not able to take place. Will be completed by April 2022.	Head of CS
CG-6	Develop the provision of governance and committee support to the Integration Joint Board.	Appropriate support in place and functioning well	30 March 2021 Governance processes put in place to support pre-agendas and committee meetings and all meetings hosted on ModGov. Facilitated move to on-line meetings in response to Covid-19	Head of L&R

Appendix 1

			<p>pandemic. Arrangements working well and development ongoing in response to organisational requirements.</p>	
CG-7	<p>Develop further self-evaluation tools to improve self-evaluation processes and monitoring of quality provision within 1140 hours</p>	<p>Self-evaluation tools in place and monitoring of effectiveness undertaken</p>	<p>30 March 2021</p> <p>Learning and Development self-evaluation resource updated and shared electronically to ensure it is accessible to all in settings. Established calendar of self-evaluation activities in place.</p>	<p>Heads of Education</p>
CG-8	<p>Work with the Quality Improvement Group to develop GIRFEC procedures and processes to improve children and young people's experiences of Child's Planning Processes.</p>	<p>Procedures and processes in place and monitoring of effectiveness undertaken</p>	<p>30 March 2021</p> <p>In the context of Argyll and Bute's Children and Young People's Service Plan 2020-23, Education, Social Work and Health have been working in multi-agency partnership, employing a newly-developed auditing tool to ensure that 75% of Child Plans are rated</p>	<p>Heads of Education</p>

Appendix 1

			<p>'good' or better. Plans will contain a clear set of SMART outcomes, and up-to-date assessments of Risk and analyses of need for each child or young person. The small audit sample has produced encouraging data, and is being expanded to include a higher number of Plans from more than one geographical area.</p>	
CG-9	<p>Implementation of a self-billing approach using CareFirst for payments to social care providers to further improve payment efficiency and simplify monthly budget monitoring work</p>	<p>Processes and procedures in place and monitoring of effectiveness undertaken</p>	<p>28 February 2021</p> <p>During April 2020, improvements were implemented to improve the efficiency of payment generation to care providers through the extended use of an electronic interface between the CareFirst and Payables systems to partially automate the processing of payments for non-residential care.</p>	<p>Head of FS</p>

Appendix 1

			<p>Exploratory work was undertaken informally to establish if a suitable technical environment was available to further enhance the care provider payment process through the establishment of a self-billing approach. Unfortunately, it was found that a suitable and robust environment was not currently available however the Council and Health and Social Care Partnership are currently working on projects to replace the current Payables and Social Care systems and the intent to develop a self-billing approach has been fed into both projects with discussion underway on potential solutions offered by the new systems</p>	
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