Argyll and Bute Council – Corporate Governance Action Plan 2021/2022 - Updated

Ref	Improvement actions	Success measures	Key dates	Lead
CG-1	Continue to engage with the Scottish Government and other local authorities to determine the most efficient and effective way of ensuring the Council can provide a waste solution which complied with the 2025 Bio-degradable Municipal Waste Ban	Progress made in identifying appropriate solution Update: Specialist economic consultants now engaged on an options appraisal exercise to help inform the decision. This is to be reported to September's ED&I committee. Included in plan for 22/23	31 March 2022	Head of R&I
CG-2	Further develop the Council's Counter Fraud Team	2 year pilot successful and SMT agree to it becoming a permanent feature of the Councils' establishment Update: The Counter Fraud Team (CFT) have submitted a report to the ELT which outlines the actions, rebilling and recovery to date with a	31 March 2022 Complete	Head of FS

		proposal for permanency.		
CG-3	Progress the project to upgrade the Council's general ledger system with an anticipated go live of 1 April 2022	System in place and monitoring of effectiveness undertaken Update: This has now been pushed back to the 6 June 2022 at the earliest due to issues which have surfaced during the implementation of the automated interface between Concerto and Oracle. Included in plan for 22/23	31 March 2022	Head of FS
CG-4	Complete the development of the 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 Update: The capital Oracle/Concerto interface has been completed. The revenue interface has been delayed because of the	30 September 2021	Head of CS

		need for Oracle to be updated as advised at CG-3 Included in plan for 22/23		
CG-5	Review of the scheme of delegation in relation to property matters to ensure decisions are taken at the correct level	Appropriate delegations agreed and monitoring of effectiveness undertaken Update: Further review of property delegations will be included in the next review of the constitution.	31 March 2022 Complete	Head of CS
CG-6	Enhance reporting of workforce planning to the Strategic Management Team and Elected Members	Reporting process in place and working well Update: Operational Workforce plans are reviewed on a six monthly basis and each team in the council are assigned a WFP risk rating. Data from these discussions are collated and analysed in a report which is presented to SMT. HROD team highlight any common	31 March 2022 Complete	Head of CSS

		themes that would benefit from a revised corporate approach. Quarterly health of the organisation reports are presented to DMT and SMT which cover a number of workforce indicators.		
CG-7	Further progress the work to digitalise all document and evidence exchanges for Local Development Plan 2 'Examination in Public'	Digitalised system in place and monitoring of effectiveness undertaken Update: complete and DPEA have complimented D&EG on the provision of information in the required format	31 March 2022 Complete	Head of D&EG
CG-8	Respond to the findings of the Scrutiny Review of the Strategic Housing Fund which is to be reported in June 2021	All actions identified are progressed – Update: Complete	31 March 2022 Complete	Head of D&EG
CG-9	Continue to 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 Update: Contract let and	31 March 2022	Head of CS

		work underway to gather updated asset information for major buildings – new plans being drawn. Estates has continued to improve records with the property measurement contract providing new plans for properties. As part of the asset valuation process Estates also building up property records and will use the details for the insurance valuation updates to be completed in 2022/23. Include in plan for 22/23		
CG-10	Further progress the implementation of a self-billing approach using CareFirst for payments to social care providers	Processes and procedures in place and monitoring of effectiveness undertaken Update: This action has been suspended pending the implementation of two new key systems which	31 March 2022	Head of FS

		would be integral to the revised process: The Oracle Fusion Financial Management System and the Eclipse Social Work Management System. Once the two systems are up and running and we know what the Eclipse system can do – the vendor is still writing the software - we'll be able to determine the actions necessary to implement this process. Included in plan for 22/23		