

Overview of Service-Based Governance Statements 2013/14

Background

All Heads of Service were asked to complete the annual review and update of their Service Based Governance Statements for 2013/14. This process involves the following elements:

- Review of the operation of the Council's system of internal control within their service area and identification of supporting evidence
- Assurance that the control environment operated effectively during 2013/14 in respect of the service areas for which they have responsibility
- Review of actions taken during the year to address any weaknesses and identification of any further areas for improvement in 2014/15.

When reviewing arrangements last year, Heads of Service identified 6 actions to improve governance arrangements during 2013/14.

Summary of progress against actions for delivery in 2013/14

Category: Strategic direction and statutory obligations – All actions complete

- The improvements to financial processes in relation to the Housing Revenue Account have all been implemented.
- The action relating to staff in Environmental Services completing their VOSA Operator's licence training has also been completed.
- The action for a permanent Human Resources & Organisational Development structure to be in place is complete.
- Implementation of a new structure within the Housing front line service team to ensure the service is fit for purpose and has the capability and capacity to deal with recent legislative and regulatory changes is complete.

Follow on Action for 2014/2015 - Changes are now required to the support service team to assist the new structure and this is due to be completed by August 2014.

Category: Stakeholder communication and engagement – Action carried forward for monitoring by Corporate Governance Group

The action to publish new Grievance and Capability Policies has slipped due to difficulties recruiting to the post of Policy Officer in Human Resources & Organisational Development. This action is being carried forward to 2014/15 and as it is a corporate action will not be transferred to the service based governance actions list for 2014/15 but will be monitored through Corporate Governance Group.

Category: Staff Performance and Conduct - Action complete

An action for a representative from Housing to attend Corporate Health and Safety Meetings to ensure feedback of new health and safety legislation to Housing Staff has been implemented.

Overview of the actions for completion in 2014/15

As identified above, a follow on action for Housing was identified in the Strategic Direction and Statutory Obligations category for completion. Seven new actions to enhance service governance arrangements across governance categories were identified by Heads of Service for delivery in 2014/15. No common areas of concern were identified.