

APPENDIX A - Progress Against 2011/12 Governance Issues - June 2013

Period: March 2013 - May 2013				
Governance issue	Actions to address	Measures of success	Lead	Progress/issues to highlight
Weaknesses in people management	LaMP programme	By September 2012, 50% (336) managers to have completed training	Fiona Morrison	<p>In February 2013 Employment Committee agreed:</p> <p>LAMP:</p> <p>(1) that Members support the continued delivery of the Leadership and Management Programme (LAMP) until the end of its agreed delivery - September 2013 with publicity undertaken in Spring 2013 to encourage those managers who still have an intention to attend whilst the programme is available;</p> <p>(2) that members support the planned commissioning of new management training that is informed by our learning and responsive to the emerging needs and aspirations of PCC;</p> <p>(3) that a report is brought to a future meeting of Employment Committee that provides a breakdown of those engaging with the process on a service by service basis.</p> <p>EOS:</p> <p>(1) that members note the results from the Employee Opinion Survey 2012;</p> <p>(2) that members agree that a follow up report detailing the organisational and service level actions should be submitted to Employment Committee in six months discussing how services are using these results to influence the way they work.</p>
		Good levels of engagement as measured through Employee Opinion Survey		
	Reviewed PDR process	100% staff completed a PDR by end of financial year (2013)	Jan Paterson	A report regarding the review of the PDR process will be progressed to Employment Committee in October 2013. A workbook with activities has been distributed to managers to enable them to undertake exercises with staff to identify how teams' meet the standards set out in Ways of Working. This will be used as basis for PDR evaluation of Values and Behaviours element of PDR. Part of work led by Lou Wilders.
		PCC review presented to Employment Committee by Oct-12		

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Adhering to equalities duties	Monitoring programme of EIAs that need reviewing; new policies that need EIAs	% compliance EIAs across all services	James Sandy/ Iwona Defer	As per the draft report that has been prepared for the GA&S Committee meeting in June 2013, most services have completed 100% of their EIAs, and there has been a further improvement in the compliance since the previous report of January 2013. This can be attributed to the persistent and effective monitoring as well as advice and support by the Equality & diversity officers to the services. The actions identified under the Single Equality Scheme (SES) Plan are monitored by the Equality and Diversity officers on an annual basis as monitoring on a bi-annual basis has proved unfeasible. SES Plan is currently being updated in accordance with the service business plans. The equalities team liaises with heads of service and Members on wider equality actions. The team also produces reports alerting SDB and the GA&S to new equalities legislation and its possible implications for the council. The Equalities Team is working with Members to identify equality leads amongst councillors who would champion equalities at the strategic level, but Fairness & Equality Group members will also be called to meet to discuss any corporate equality issues as they arise. Outside of FEG meetings, Equality and diversity officers liaise regularly with FEG members to address issues relevant to particular services. An equalities project group with representation from each political group has been convened in May 2013 to assess our future approach to Equalities & Diversity and the revision of the Equality & diversity Strategy and SES towards the end of the year 2013. The project group will meet on a regular and on-going basis.
	Equalities strategy in place and monitoring through the Single Equality Scheme	Completion of actions to timescales in Equalities Strategy and regular monitoring of performance against the Single Equality Scheme		

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Not all CRB checks are reviewed when they should be and some temporary staff working with vulnerable groups without CRB checks	HR to reemphasise message with managers	All staff have up-to-date CRBs All managers use the proper process of recruitment, including the use of the relevant temporary agency	Jacqueline Coonie	CRB changes of 1 st September have been communicated to Strategic Directors but revised guidelines for Managers have not been issued to all services at a corporate level outlining the changes because further information is awaited from the DBS, however work is taking place with those individual services who are most affected. Recruitment is ensuring the relevant checks are undertaken for casual employees, and the recruitment manager is aware of the outcomes of CRB checks. No further updates in relation to the other actions. The Updated DBS service will come into force on the 17 th June 2013, report going to Employment Committee to authorise new process.
	Provide a list on which jobs should have CRB checks done			
	Assess how old CRB checks are and whether there are risks associated with that			
Weaknesses in business continuity (BC) planning	BC plan template	100% services have adequate business continuity plans in place that are reviewed on a regular basis.	Kate Scott	Service Business Continuity Plans: Finance - plan is complete and signed off by the Head of Service. Awaiting distribution to all members of Crisis Management Team and production of 'battle box' to support response. Corporate Assets, Business and Standards - plan is complete and signed off. Table top exercise was held on the 22 May. Children's Social Care and Safeguarding - plan is complete and signed off. Table top exercise held on the 15 May. Network Management - meeting held with assistant head of Transport and Environment, all plans being reviewed as part of restructure. Housing Management - complete. Separate input with regards to Disaster Recovery required, joint requirement from all services that pay into Disaster Recovery Contract.
	Corporate BC Strategy			
	Corporate BC working group			

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				Business Continuity support for the Data Centre Migration. New Data Centre will Increase systems resilience once transferal is complete.
Results of OFSTED inspection in safeguarding and Looked After Children highlight areas for immediate improvement	Action plan in place	All immediate actions completed	Stephen Kitchman	A peer review of safeguarding took place w/c 15 October 2012 and the peer review action plan has superseded the OFSTED action plan. A report on the outcomes of the review was presented to informal Cabinet on 05 November 2012. Meetings have been held with key officers and recommendations have been aligned into existing Action. The plan has been monitored via the Monitoring and Evaluation committee of the Portsmouth Safeguarding Children Board. The one outstanding action was the need to improve allegations management against persons who work with children. This action has now been addressed through the recruitment of a 0.5 LADO to increase capacity and focus on raising awareness of the role and associated procedures with agency partners.
Non-completion of financial rules training, resulting in non-compliance with Financial Rules	PDR prompts completion/refresh of financial rules training Revising Financial Rules	100% staff have completed financial rules training	Chris Ward, Lyn Graham	Approximately 2,700 members of staff have completed the financial rules training in the last 3 years (out of approximately 3,500 staff employed by the council excluding schools), although there is currently no easy way of finding out who has not undertaken financial rules training. Financial Rules are still being revised and training will not be rolled out until later this year (possibly December 2013) as the e learning modules need to be revised. Lyn Graham (Audit) will meet with Fiona Morrison (L&D) as soon as the Rules have been revised to discuss next steps. There are 4 outstanding sections more sections, which should be completed by beginning of July latest.

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Lack of Financial Services resource with regard to the closedown programme	Weekly monitoring by project team chaired by s151 officer	The closedown programme is completed adequately. No additional issues highlighted in the Audit Commission Plan.	Chris Ward	The closedown process for 2011/12 has now been completed, and was completed on time. The Financial Statements have been audited and the Audit Commission have issued an unqualified audit opinion. As reported in the Annual Governance Report from the Audit Commission to the G&A&S Committee on 27 th September 2012, "Overall the quality of the accounts and supporting working papers was much improved with the notable exception of the group accounts." The Group Accounts show the combined financial position of the Portsmouth City Council Group which principally consists of Portsmouth City Council, and its subsidiary, MMD (Shipping Services) Ltd. The Group also includes a share in Portchester Crematorium and in Portsmouth Harbour Renaissance Limited. As such they largely mirror the single entity accounts of the City Council. During the audit, the auditors found a significant number of errors in the Group Balance Sheet and Group Movement in Reserves Statement. The underlying cause of the problem was a performance issue that has been addressed.
	Increased resources for quality assuring the Financial Statements			
Not all services undertaking comprehensive succession planning	Currently no action in place to address	All services have processes in place for identifying officers with specialist skills, and transferring those skills to other officers	Jan Paterson	There are currently 40 people with 20 aspiring managers on ILM3 and 20 (existing staff) doing advanced management apprenticeship which includes ILM3 amongst others. It is however unclear how the council identifies key members of staff who hold a very specific set of skills, and ensures those skills are transferred to other members of the team, should that key member of staff leave. The workforce strategy will be reviewed over the coming 12 months to address this issue and ensure succession planning is more robust
		Key skills are not lost when key members of staff leave		