

Appendix 4 : Annual Governance Statement actions progress Q2 2022/23 (DRAFT)

Direction of travel compared to Q1 2022-23:
 ↑ improving ↓ declining ↔ no change

AGS Actions	Directorate Plan actions		Q2 RAG
1. Taking account of new ways of working, including governance and control changes in a post Covid financial environment, undertake an assessment of compliance with the Financial Management Code Chief Finance Officer (Audit & Standards Committee)	GPR 4.2 Undertake an assessment of compliance with the Financial Management Code and identify improvement actions 1.7.4.3	↓	Amber
2. Continue to develop and implement a pro-active strategy to improve industrial relations in conjunction with recognised trade unions Director, Human Resources & Organisational Development (Policy & Resources Committee)	GPR 8.7 To continue to develop and implement a pro-active strategy to improve industrial relations in conjunction with recognised trade unions 1.7.8.7	↔	Amber
3. Continue to implement improvements in Housing Needs and Temporary Accommodation, in line with internal audit actions and other improvement plans Executive Director, Housing, Neighbourhoods & Communities (Housing Committee)	HNC 1.11 Develop a strategy for the provision of council run temporary accommodation including Seaside Homes, and to 'replace privately run temporary and emergency accommodation with council owned properties' 1.5.1.11	↔	Green
	HNC 1.24 Align Housing Needs and Rough Sleeper commissioning to encompass the post pandemic landscape to eliminate rough sleeping, homelessness and reduce the need for Temporary Accommodation 1.5.1.24	↓	Amber
4. Strengthen procurement and contract management skills, compliance and knowledge across directorates through improved training, awareness, systems and monitoring. Chief Finance Officer (Policy & Resources Committee)	GPR 6.13 Corporate Modernisation Programme - Procurement & Contract Management: Implement improved oversight over contract management across the council. 1.7.6.10	↔	Amber
5. Working with all services across the organisation, improve compliance in relation to information rights cases (Freedom of Information, Subject Access Requests, Data Protection) Executive Director, Governance, People & Resources (Policy & Resources Committee)	GPR 6.6 Ensure a robust, compliant and cost- effective Information Rights case handling framework in place to enable it to meet its legal obligations, including timescales under the General Data Protection Regulation, Data Protection Act 2018, Freedom of Information Act 2000 and associated legislation. 1.7.6.5	↔	Amber

Annual Governance Statement Actions

Q2 2022-23 DRAFT

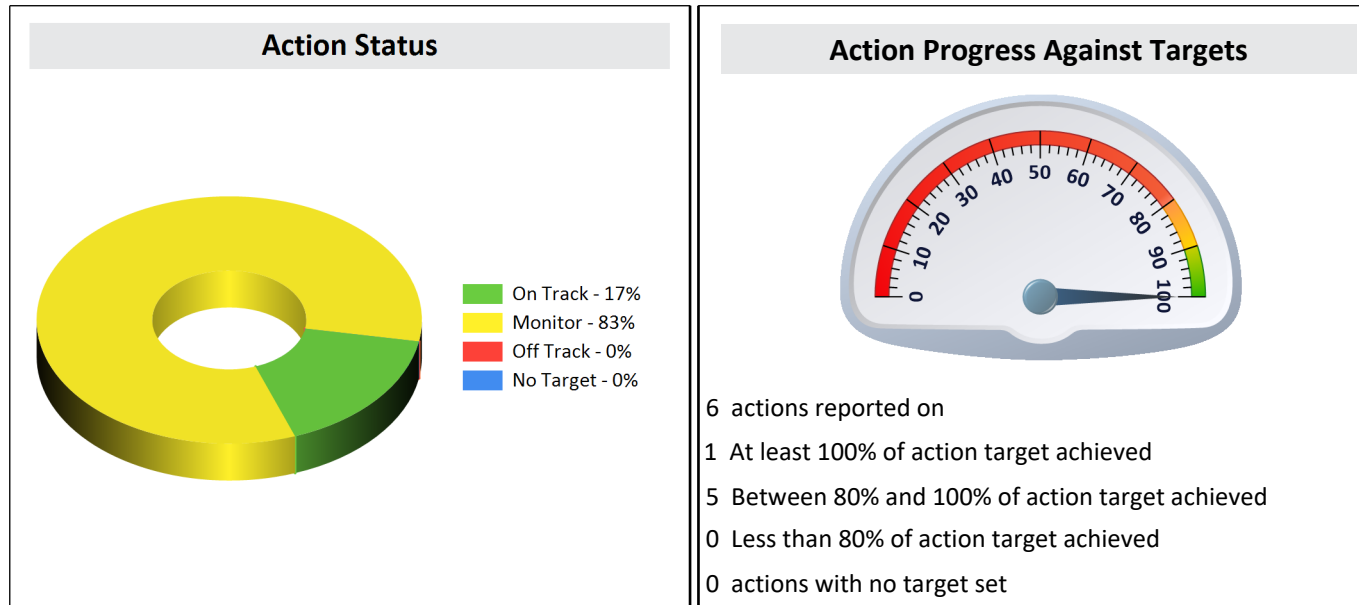
Brighton & Hove City Council

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Print Date: 03-Nov-2022

OVERVIEW



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ACTION PLANS



GREEN

At least 100% of action target achieved

Between 80% and 100% of action target achieved



AMBER

Less than 80% of action target achieved

No target set



RED



* Dates have been revised from the Original dates

3 Annual Governance Statement actions

3.1 1. Taking account of new ways of working, including governance and control changes in a post Covid financial environment, undertake an assessment of compliance with the Financial Management Code

3.1.1 Directorate Plan action

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.7.4.3 Undertake an assessment of compliance with the Financial Management Code and identify improvement actions (CP 7.2.1) (AGS)	Nigel Manvell - Chief Finance Officer	In Progress	01-Apr-2021	31-Jan-2023	40.00%	50.00%	 AMBER

ACTION PROGRESS COMMENTS:

Progress to date:

FM Code review previously put on hold due to the pandemic and the interim financial and governance controls operating during that period.

FM Code review commenced and the guidance purchased from Cipfa in August 2022.

Planning the review and an outline timetable produced during September.

Steering/Consultative group to be set up in late October.

The Governance Assurance Meeting (GAM) will receive reports and provide primary oversight.

Next steps:

Report to GAM to agree timetable and process (DCFO, Oct 2022)

The review will conducted during October/November/December. (DCFO)

Measures of success:


Assessment completed by November 2022.

Report and recommendations provided to GAM by December 2022.
 Report and recommendations agreed by ELT in early January 2023.
 Improvement actions for the council provided to Audit & Standards Committee by January 2023 as appropriate.

Last Updated: 16-Oct-2022

3.2 2. Continue to develop and implement a pro-active strategy to improve industrial relations in conjunction with recognised trade unions

3.2.1 Directorate Plan action

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.7.8.7 To continue to develop and implement a pro-active strategy to improve industrial relations in conjunction with recognised trade unions (AGS)	Andy Peart - Industrial Relations Manager	In Progress	01-Apr-2021	31-Mar-2023	47.00%	50.00%	 AMBER

ACTION PROGRESS COMMENTS:

Progress to date:

The Industrial Relations Officer continues to work closely with both of the recognised unions on a variety of issues and has been able to resolve a number of collective disputes as well as managing the procedural side of the Joint Staff Consultation Forum (JSCF).

A review of the Personnel Appeal Panels (PAP) process has been completed and will shortly be shared with the trade unions for consultation.

The Industrial Relations (IR) training has been fully piloted and will shortly be rolled out and will provide colleagues with a higher level of skill to manage IR issues. Opportunities to collaborate on the council's People Strategy will continue to be identified.

Measures of success:

To streamline Collective Disputes process to shorten the time taken for Disputes to get to Stage 2 Hearings by 30%, and reduce number of collective disputes in 22/23 by 20%


To build positive relationships with recognised trade unions to enable potential issues to be addressed at an early stage to reduce collective disputes by 20%

To review Joint Staff Consultative Forum and make more effective as a vehicle to raise appropriate issues, measured by positive feedback from members and unions representatives at the end of 22/23

Last Updated: 05-Oct-2022

3.3 3. Implement improvements in Housing, including the Temporary Accommodation and the Housing Repairs services, in line with internal audit actions and other improvement plans

3.3.1 Directorate Plan action

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.5.1.11 Develop a strategy for the provision of council run temporary accommodation including Seaside Homes, and to 'replace privately run temporary and emergency accommodation with council owned properties' (CP 1.1.5) (AGS)	Sylvia Peckham - Head of Temporary Accommodation & Allocations	Completed	01-Apr-2021	31-Mar-2024	100.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

Progress to date:


112 homes council properties were made available by Mar 2022.

- Hartington Road – 38 homes became ready in February 2021
- Oxford Street – 10 homes became available in January 2022
- Buy backs – 64 of 172 homes purchased are for temporary accommodation
- Strategy for TA on track to be in place by October 22

Measures of success:

- 38 units of council run TA at Hartington Road became available in February 21
- 29 buy backs achieved during 2020/21 were for use as council run TA (out of a total of 64)
- 10 units of council run TA at Oxford Street due 2021/22
- Forward Strategy to be in place for TA by October 22

Last Updated: 21-Oct-2022

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.5.1.24 Align Housing Needs and Rough Sleeper commissioning to encompass the post pandemic landscape to eliminate rough sleeping, homelessness and reduce the need for Temporary Accommodation (CP 1.1.1, 1.1.3) (AGS)	Sylvia Peckham - Head of Temporary Accommodation & Allocations	In Progress	01-Apr-2021	31-Mar-2024	45.00%	50.00%	 AMBER

ACTION PROGRESS COMMENTS:

Progress to date:

On track to deliver measures of success by end of year.

Measures of success:


Recommission rough sleeper services and supported accommodation by Mar 25

- Project planning, scoping and evidence gathering to take place (March 23)
- Develop specifications for services required (December 23)
- Contracts to be tendered (March 24)
- Decant and mobilise new contracts by (March 25)

Last Updated: 02-Nov-2022

3.4 4. Strengthen procurement and contract management skills, compliance and knowledge across directorates through improved training, awareness, systems and monitoring.

3.4.1 Directorate Plan action

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.7.6.10 Corporate Modernisation Programme - Procurement & Contract Management: Implement improved oversight over contract management across the council. (CP 7.4.1)	Clifford Youngman - Procurement Strategy Manager	In Progress	01-Apr-2021	31-Mar-2023	41.00%	50.00%	 AMBER

ACTION PROGRESS COMMENTS:

Progress to date:

The re-sized team is now operating in line with new terms of Reference. This includes an emphasis on Corporate Social Responsibility delivered by the supplier base.

A forward Plan has been developed for 2021/2023

The main area of focus has been in obtaining assurance of contract management based on findings from a Procurement and Contracts Compliance Audit completed in 2021.

A Social Value and Sustainability Procurement Manager has now been recruited. This role will be pivotal in monitoring and supporting the insertion of both SV and Sustainability in all relevant contract

Next steps:

A initial selection of strategic contracts will be investigated to ensure compliance to contract Standing Orders. (Delayed due to resource issues)

In line with the CSR strategy, Sustainability and Social Value will be monitored through the KPI's in relevant contracts

Update Environmental Sustainable Procurement Policy and create a separate Social Value Sustainability Procurement Policy. Due to Procurement Advisory Board May 2022, followed by relevant committee during 3rd quarter 2022

Identify contracts and prioritise relevant contracts for more localised sourcing. Data analytics to be undertaken during 3rd Quarter 2022.

Measures of success:


Actions and recommendations from the procurement 'exception' audit implemented.

Training and development offer developed and targeted on identified areas of contract management weakness.
 Information management requirements identified and specified for the Corporate Systems Review.
 Short term (work around) compliance measures developed and implemented.

Last Updated: 21-Oct-2022

3.5 5. Working with all services across the organisation, improve compliance in relation to information rights cases (Freedom of Information, Subject Access Requests, Data Protection)

3.5.1 Directorate Plan action

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.7.6.5 Ensure a robust, compliant and cost- effective Information Rights case handling framework in place to enable it to meet its legal obligations, including timescales under the General Data Protection Regulation, Data Protection Act 2018, Freedom of Information Act 2000 and associated legislation. (CP 7.5.1)	Rima Desai - Assistant Director, Customer, Modernisation and Performance Insight	In Progress	01-Apr-2021	31-Mar-2023	40.00%	50.00%	 AMBER

ACTION PROGRESS COMMENTS:

Progress to date:

Information Rights team restructure complete - improved resilience across all 3 functions - FOI, SAR, Data protection

Case officers recruited to, lead role in post from 7/11/22

Performance management grip has highlighted areas for improvement - performance and grip on back log levels have improved - backlog cases and sickness levels in the team are adversely affecting compliance rates.

Improved focus on customer experience e.g. making services more accessible, keeping customers informed.

Next steps:

1. Clear the backlog of stage 1 cases (Information Rights Lead, December 2022)
2. Implement the training plan for the team ((Information Rights Lead, December 2022)
3. Set up regular surgeries with key officers across the organisation to improve compliance rate (Information Rights Lead, from January 23).
4. Set up a systematic process for learning from cases which resulted in customer dissatisfaction (Information Rights Lead, from January 23).
5. Set up a systematic process for learning from ICO publication (Information Rights Lead, from January 23).

6. Set up regular network meetings with Orbis partners to learn from best practice (Information Rights Lead, from January 23).
7. Complete review of team processes and practices to further drive performance improvements (Information Rights Lead, March 23).

Measures of success:

Compliance with Information Commissioner expectations in relation to Freedom of Information (FOI), Data protection and Subject Access Request (SAR) cases.

Last Updated: 06-Oct-2022

