

No	Area	Action	% Complete	By When/Progress	Lead Officer
1.	City Council Constitution	Introduction of a new council constitution	100%	Completed May 2008	Head of Law
2.	Corporate Plan 2008-11	Approval and publication of updated Medium Term Financial Strategy.	100%	Completed. Approved by Cabinet in June 2008 and published.	Assistant Director, Improvement & Organisational Development
3.	Medium Term Financial Strategy 2008-11	Approval and publication of updated Medium Term Financial Strategy	100%	Completed. Approved by Cabinet in June 2008 and published (with Corporate Plan). A more extensive review is planned for 2009.	Head of Strategic Finance & Procurement
4.	Asset Management Plan and Corporate Property Strategy 2008-11	Update and publish	100%	Completed. Approved by Cabinet in October 2008 and published.	Assistant Director, Property & Design
5.	Corporate Procurement Strategy 2008-11	Update and publish	100%	Completed	Head of Procurement Strategy
6.	Contract Management - Improved Value for Money	Development and introduction of training module for Value for Money in Contract Management.	80%	The training module has been developed that includes whole life costing. Currently planning roll-out across the council for February 2009.	Procurement Strategy Manager

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7.	Business Planning	To implement new business planning process replacing Team Planning Framework.	80%	The new business planning framework has gone live that includes all related guidance, tools and information. Many services have altered their business planning to encompass the new framework. Full implementation will be by the end of March 2009 for Service Business Plans 2009/10.	Assistant Director, Improvement & Organisational Development
8.	Anti Fraud & Corruption Strategy	Update the Anti Fraud Strategy to meet the requirements of the Government's Fraud Review.	10%	March 2009. Update has been delayed due to related guidance from CIPFA being issued late.	Head of Audit & Assurance

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9.	City Council Constitution	Post implementation review of new constitution arrangements. (Two part review, after 6 months and then after 12 months from new constitution arrangements).	0%	The first review (6 month after go live) is to commence in December 08 with feedback gathering with a current target for completion of March/April 2009. The second more detailed review was planned to commence in April 2009 but likely to be delayed to allow any changes from the first review to be actioned.	Head of Law
10.	Business Continuity Management	Review in relation to partnerships, significant contractors and specifically relating to ICT resilience.	60%	March 2009. Currently reviewing in relation to partnerships and significant contractors. ICT resilience will be reviewed in early 2009.	Head of Audit & Assurance

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11.	Financial Management – Improved access to tools and training	Financial skills training, improved support delivery through intranet, further developments of Financial Information System.	80%	March 2009. Corporate financial training course introduced managing budgets. Induction training includes increased financial management element. The Intranet pages are at testing stage.	Assistant Director, Financial Services
12.	Workforce Strategy	Review, update and approve.	100%	Completed	Assistant Director, Improvement & Organisational Development
13.	HR System - Improved quality of management information	Acquisition and implementation of new IT system to improve control and effectiveness of employees.		The system live date is 1 st April 2010.	Assistant Director, Human Resources
14.	People Strategy	Development, approval and implementation.	N/A	Action no longer applicable as major part incorporated into the Workforce Strategy.	Assistant Director, Human Resources
15.	Partnership Agreements	Review of Section 75 agreement with Sussex Partnership Trust following move to NHS Foundation	0%	March 2009	Head of Audit & Assurance

No	Area	Action	% Complete	By When/Progress	Lead Officer
		Trust status.			
16.	Community Engagement Framework	Review of the corporate consultation and communications policies.	100%	Community Engagement Framework agreed by LSP.	2020 Community Partnership Officer
17.	Key Governance Policies	Review of awareness and compliance across the council.	0%	March 2009	Head of Audit & Assurance

