










# Annual Governance Statement Action Plan




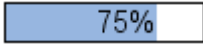
# Appendix 2


<b>Action Code</b>	AC-CGOV-00043			<b>Start Date</b>	01-Sep-2023
<b>Action Title</b>	Review Social Care Billing Process				
<b>Description</b>	Review the end to end process for assessing, billing and recovering payments for social care.			<b>Due Date</b>	30-Jun-2024
<b>Latest Note</b>	The follow up Internal Audit has been completed and their overall Opinion of the level of assurance is of "Substantial Assurance". i.e. regarding system adequacy "A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited." The main outcomes are noted as follows:- there is an improvement plan, actions to address the issues highlighted in the original review have been implemented. There is monitoring of and reporting arrangements for the Improvement Plan. The report concludes there is "substantial assurance" that progress is being made with the requirement of the original audit, and consequently there are no new audit actions resulting from this plan.				
<b>Action Code</b>	AC-CGOV-00097			<b>Start Date</b>	01-Sep-2023
<b>Action Title</b>	Scrutiny & Audit Self Assessment Action Plan 2021-2022				
<b>Description</b>	These actions are identified through the annual self-assessment review carried out by members of the Scrutiny & Audit Committee			<b>Due Date</b>	30-Jun-2024
<b>Latest Note</b>	All actions now completed.				
<b>Action Code</b>	AC-CGOV-00102			<b>Start Date</b>	07-Dec-2023
<b>Action Title</b>	Scrutiny & Audit Self Assessment Action Plan 2022-2023				
<b>Description</b>	These actions are identified through the annual self-assessment review carried out by members of the Scrutiny & Audit Committee			<b>Due Date</b>	30-Sep-2024
<b>Latest Note</b>	Action outstanding relates to elements of training.				


<b>Action Code</b>	AC-CGOV-00109		<input type="text" value="75%"/>	<b>Start Date</b>	24-Apr-2024
<b>Action Title</b>	Risk Management improvements				
<b>Description</b>	Develop our approach and maturity in relation to risk management, including risk appetite, directorate risk registers, and updating our current Risk Management Strategy (previous substantive update in 2019).			<b>Due Date</b>	30-Nov-2024
<b>Latest Note</b>	<p>This action has been initiated to reflect the high priority of this for the organisation. It also replaces two actions in relation to Risk Appetite and Service Risk Registers from previous Scrutiny &amp; Audit Committee self-evaluation exercises.</p> <p>In terms of progress, the risk Management Strategy update has been drafted. Directorate Risk Registers at an advanced stage of development. Risk appetite background research and development in progress. Risk workshop to update Corporate Risk Register held with CLT on 16 April 2024. First formal meeting of Risk Monitoring Group held on 25 April 2024.</p> <p>Recommendations from the recent risk management audit, outline work and improvements that are already being addressed and will be taken forwards for 24/25.</p>				

<b>Action Code</b>	AC-CGOV-00110		<input type="text" value="25%"/>	<b>Start Date</b>	24-Apr-2024
<b>Action Title</b>	Standardise approach to Operational Schemes of Delegation				
<b>Description</b>	Develop a standardised approach to recording operational schemes of delegation across the organisation.			<b>Due Date</b>	31-Mar-2025
<b>Latest Note</b>	The 2023/24 governance review confirmed operational Schemes of Delegation (SofDs) are in place in majority of service areas with a small number of exceptions. These are in relation to the Angus Health & Social Care Partnership and the Infrastructure and Environment Services Directorate's. There is also a requirement to standardise the approach to operational Schemes of Delegation across the organisation.				

<b>Action Code</b>	AC-CGOV-00111		<input type="text" value="0%"/>	<b>Start Date</b>	24-Apr 2024
<b>Action Title</b>	Business Critical Activities				
<b>Description</b>	Identify and agree service, directorate and whole council business critical activities.			<b>Due Date</b>	31-Mar-2025
<b>Latest Note</b>	This was identified as a key strategic action emerging from the Organisational Resilience internal audit consultancy review.				

<b>Action Code</b>	AC-CGOV-05			<b>Start Date</b>	01-Sep-2023
<b>Action Title</b>	Adequate Storage of Archive Documents				
<b>Description</b>	We will work with ANGUSalve to ensure adequate storage for archived documents.			<b>Due Date</b>	30-Jun-2024
<b>Latest Note</b>	It was discussed and agreed at the CGOG meeting on 18 April 2024 to close this item. Significant work has been undertaken to complete an options appraisal. This has identified a preferred solution. However, the emerging property strategy may impact the recommendation from that OA. It is therefore prudent to pause a final decision until further detail is available. In terms of the origins of this action (from the Record Keeper of Scotland relating to having sufficient space for expansion of Archives and Collections) there are identified solutions and it is therefore now down to timing of implementation. New operational action to be raised to capture the finalisation of the OA and next steps to deliver the change.				
<b>Action Code</b>	AC-EXTAUD-00025b			<b>Start Date</b>	21-Jul-2022
<b>Action Title</b>	Procurement Training Plans				
<b>Description</b>	<p>The council does not hold detailed records of the procurement training that has taken place at a corporate or service level. Risk – Staff involved in procurement may not have up to date training to support appropriate procurement practices. The council should ensure that detailed training records are held for staff involved in procurement activity. Paragraph 6019.</p> <p>Angus Council has a devolved procurement model so training records would be held at a devolved level; however AC is reviewing procurement delivery and as part of that reinstating the Corporate Procurement Group and a combined procurement training register shall be populated by the members of that group to create a central document. In addition a more structured training program for procurement is being developed centrally and this will be based on the procurement competency framework <a href="https://www.gov.scot/publications/scottishprocurement-competencyframework/">https://www.gov.scot/publications/scottishprocurement-competencyframework/</a> to identify training needs.</p>			<b>Due Date</b>	31-Mar-2023
<b>Latest Note</b>	A central record of procurement training is held and links in with the Council's Scheme of Delegation. This will be updated as appropriate following update of the e-learning courses				

<b>Action Code</b>	AC-IA-00143		<input type="text" value="70%"/>	<b>Start Date</b>	17-Mar-2023
<b>Action Title</b>	We will undertake a review of all procurement training and support materials				
<b>Description</b>	21-06 Rec 1. The Procurement Guidance Notes should be reviewed and updated to ensure links within these notes can be opened and the narrative is still relevant.			<b>Due Date</b>	30-Jun-2024
<b>Latest Note</b>	Training programme has been designed and support materials inc. templates and guidance notes are being refreshed accordingly				

<b>Action Code</b>	LD-SERV-00016		<input type="text" value="5%"/>	<b>Start Date</b>	24-Apr-2024
<b>Action Title</b>	Policy Reviews				
<b>Description</b>	Develop a list of all Directorate policies, along with a timetable for review and including peer review (if applicable), consultation, engagement and cross referencing to the Local Code of Corporate Governance			<b>Due Date</b>	31-Jan-2025
<b>Latest Note</b>	This action has been initiated as this is a recurring area of improvement required across a number of Directorates.				