

APPENDIX 5(a)

Annual Governance Statement 2018-2019 Half-Year Review

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
Code of Conduct and Behaviours	Review the Government response to the consultation on Intimidation in Office issued by the Committee on Standards in Public Life and assess whether the Council needs to put additional arrangements in place for elected members. This should include ensuring that all elected members are aware of the mitigations in place to prevent intimidation and delivering training to members for dealing with threatening situations.	Director of Governance and Partnerships	Before mid-term review	Partially Implemented As of 6/1/20, the Government's response to the proposed consultation changes is still awaited. A number of the best practice recommendations have been implemented and a joint workshop is due to be held with Fylde Borough Council to consider others.
	Consider the potential national changes to the Standards framework and implement any changes identified as part of this.	Director of Governance and Partnerships	Before mid-term review	Awaiting Information As of 6/1/20, the Government's response to the proposed consultation changes is still awaited.
Commitment to Openness,	Continue to deliver the channel shift agenda to improve accessibility to	Director of Resources	After mid-term review	Partially Implemented

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
Communication and Consultation	residents and reduce demand on Council resources.			Channel shift projects continue to be rolled out with new projects identified for the next phase.
	Implement a Community Engagement Strategy and supported guidance to ensure a coordinate and robust approach is in place.	Director of Public Health	Before mid-term review	Partially Implemented The Policy and Strategy are both in draft form awaiting feedback from the Community Engagement Steering Group and then elected members will be approached for feedback before final approval. Expected completion before the end of the financial year.
	Continue to deliver the web development plan ensuring that the Council adheres to the new accessibility requirements which are being introduced.	Director of Communication and Regeneration	After mid-term review	Partially implemented The corporate website, Blackpool Unlimited website and the Visit Blackpool website are all being reviewed.
	Consider using targeted social media groups for specific groups of residents to share relevant information.	Director of Communication and Regeneration	After mid-term review	Implemented The Communications Team target specific groups of residents with specific messages using social media and also more traditional

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
	Undertake an evaluation of the benefits of a Wigan deal approach to communications and engagement and if it would be of value to Blackpool / what we can learn from it.	Director of Public Health	After mid-term review	forms of marketing and communication. Partially Implemented The Wigan deal has been considered as part of the implementation of the audit recommendations and changes are being adopted where appropriate.
Developing, Communicating and Translating the Vision	Deliver an employee conference which ensures that all staff are aware of how their role fits into the overall vision of the Council building on the findings of the employee survey.	Chief Executive	Before mid-term review	Partially Implemented The Big Staff Conference took place on 5 th November 2019 and was attended by over 700 employees. The theme of the conference was 'Making a Difference' and it consisted of speeches and 5 workshops. A decision was taken not to send out the employee survey until early 2020.
Roles and Responsibilities	Role descriptions for key elected member responsibility areas should be developed identifying the knowledge required for the role, competencies,	Director of Governance	Before mid-term review	Implemented Role descriptions were developed for key roles as part of the

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
	behaviours, time commitment and the requirement to attend training.	and Partnerships		induction information which included knowledge, competencies and time commitment. The training offer has been developed as part of the Members' Induction Programme.
Compliance with Relevant Laws, Regulations, Internal Policies and Procedures	Ensure that data protection training is rolled out to staff who do not have IT access, monitor and renew the Council's Information Asset Register and start a programme of GDPR compliance audits to ensure continued compliance with GDPR.	Director of Governance and Partnerships	Before mid-term review	<p>Partially Implemented</p> <p>Data Protection training has been rolled out to staff who do not have IT access and the IG Team is in the process of chasing outstanding compliance.</p> <p>The IG Team now has 2 GDPR Certificated IG Specialists in situ and a programme of compliance audits has begun within 2 Directorates (Governance and Adults). This will be expanded to the remaining Directorates in 2020.</p>
	Ensure that the recommendations highlighted in the Ofsted Report on	Director of Children's Services	Before mid-term review	<p>Partially implemented</p> <p>Since the inspection the recommendations made by</p>

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
	Children's Services are adequately addressed.			<p>OFSTED have been articulated in clear plans which have driven the work of the senior leadership team in Children's Social Care. The plans have been monitored through the "Getting to Good" board and regularly reviewed by the Chief Executive, lead member for children's services and Leader of the Council.</p> <p>Since the inspection the Council has been subject to scrutiny from the DfE appointed commissioner who confirmed that the authority was leading the required change effectively in her report in June 2019.</p> <p>In August 2019 and December 2019, OFSTED have undertaken monitoring visits to review progress and have noted areas of improvement against their recommendations, particularly with reference to the Multi Agency Safeguarding Hub, the</p>

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
				<p>“front door” to children’s social care services. Plans continue align with the recommendations in to 2020 and will continue to reference them until the point of a re-inspection.</p>
	<p>Strengthen contract management across the Council including improved measurement of social value, launch of an iPool course and exploration of software tools.</p>	<p>Director of Resources</p>	<p>After mid-term review</p>	<p>Partially Implemented</p> <p>A Contract Management iPool course was launched in September 2019.</p> <p>A Social Value Co-ordinator has been recruited who starts at the Council in January 2020.</p> <p>An internal audit of Contract Management and Social Value has been undertaken with the findings to be discussed at the Corporate Leadership Team to encourage further improvements.</p>
	<p>Improve the recording and scrutiny of driving at work documentation for the Council’s grey fleet.</p>	<p>Director of Communities and Environmental Services</p>	<p>Before mid-term review</p>	<p>Implemented</p> <p>A Driving at Work app has been developed and all employees who use their own vehicles on Council business are required to</p>

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
				complete this. Failure to do so will result in mileage payments being suspended until the employees do comply.
Audit Arrangements	Ensure that effective working relations are developed with the Council's new external auditors.	Director of Resources	Before mid-term review	<p>Partially Implemented</p> <p>An initial relationship meeting with Deloitte took place on 8th November 2018 to discuss the 2018/19 year-end audit process and also identified the main staff contacts for the Council and Deloitte.</p> <p>This was followed by two interim audits during November 2018 and March 2019.</p> <p>The Audit team was on site from 1st June to 31st July 2019. However due to outstanding audit work the Statement of Accounts was not signed off by the 31st July 2019 statutory deadline.</p> <p>Further audit work has been undertaken since the Accounts went to the Audit Committee on</p>

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
				<p>the 25th July 2019 and it is expected that they were signed-off by the Audit Committee on the 27th November 2019.</p> <p>Steps will be taken to strengthen relationships going forward.</p>
Counter Fraud and Anti-Corruption Arrangements	Implement joint working for investigations with the Department for Work and Pensions.	Director of Resources	Before mid-term review	<p>Implemented</p> <p>Joint working arrangements for fraud investigation with the DWP are now in place. These focus on cases where there is an interest in a joint prosecution such as where benefit and council tax fraud is suspected.</p>
Scrutiny Arrangements	Deliver the actions arising from the review of the scrutiny function by North West Employers via the working group which has been established.	Director of Governance and Partnerships	Before mid-term review	<p>Partially Implemented</p> <p>The following actions have been implemented as a result from the scrutiny review:</p> <ul style="list-style-type: none"> -Establishment of Scrutiny Leadership Board and report into Council - scrutiny committees have a greater role in policy

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
				<p>development and financial monitoring</p> <ul style="list-style-type: none"> - establishment of a programme of scrutiny task and finish reviews - regular scheduled dialogue between scrutiny Chairs and the Executive - regular items on scrutiny at Corporate Leadership Team meetings - development of scrutiny training programme <p>A process for capturing the impact and outcomes of scrutiny is currently being developed.</p>
<p>Learning and Developing</p>	<p>Develop an information pack for managers to use with casual and agency staff for CLT approved mandatory training.</p>	<p>Chief Executive</p>	<p>Before mid-term review</p>	<p>Partially implemented</p> <p>A decision has been made that agency and casual employees who utilise Council devices should complete the iPool modules for ICT Security and GDPR and work is underway to implement this.</p>

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
				<p>In addition, for the many casual workers who do not utilise Council devices, workbooks are available for the other mandatory iPool courses which can be used by Managers.</p> <p>ICT is considering the use of an app which would enable a more streamlined process to be put in place.</p>
	Ensure that succession planning is embedded in the appraisal process.	Chief Executive	Before mid-term review	<p>Implemented</p> <p>A succession planning guide for managers has been developed and was launched alongside IPA 2019.</p>
	Deliver a Leadership Development Programme based on the outcome of the Leadership Survey.	Chief Executive	After mid-term review	<p>Implemented</p> <p>The programme of Leadership training is in place and has been approved by CLT.</p>
	Continue the roll-out of Windows 10 incorporating training on how to work smarter using Office 365.	Director of Resources	After mid-term review	<p>Partially Implemented</p> <p>As of the 8th January 2020 we are now in the last 5% of completing the Windows 10 roll-out.</p>

Issue	Actions	Responsible Officer (s)	Target Date	Half-Year Progress
				Take up of Office 365 training is lagging behind the roll-out with about 50% take up so far. We have trained 1,157 employees to date.
	Encourage the use of a buddy system / mentoring arrangements for newly elected members.	Director of Governance and Partnerships	Before mid-term review	<p>Implemented</p> <p>This has been raised with members but there is little appetite for a formal mentoring system, with a preference for informal mentoring within political groups.</p>
Partnership and Joint Working	Consider how elected members can network with other public sector partners at neighbourhood level.	Director of Public Health	After mid-term review	<p>Implemented</p> <p>The Community Engagement Strategy and Toolkit both encourage members to be notified of activity within their wards.</p>