

## APPENDIX C \_ ACTION PLAN - PROGRESS ON ACTIONS IDENTIFIED IN THE 2021-2022 STATEMENT

Key:

- CIP Ref – Corporate Improvement Plan reference number
- CE – Chief Executive
- CFO – Chief Financial Officer and Section 151
- HofL – Head of Legal and Monitoring Officer
- EHofC – Executive Head of Communities
- CPO – Interim Chief Planning Officer

CIP Ref	Action Description	EMT Lead	Due Date	Notes
3	Explore use of 360 degree staff appraisal tools / Review staff 'check-in' process.	Reallocated task to Head of Transformation and Business Support	31/01/2022	<p><b>ONGOING</b></p> <p>Mandatory face to face appraisal training workshops will be taking place in February 2023 for all employees who have line management responsibilities</p> <p>The training is being provided by an external trainer and workshops will last for approximately 3 hours.</p> <p>To go live at the beginning of April 2023. COMPLETED</p>

4	<p>Consider best approach to replacing the Executive Head of Corporate Resources who left the Council in August 2021.</p> <p><i>Dependent on Strategy &amp; Resources Committee and CE reviewing Impower's report.</i></p>	CE	<b>COMPLETED</b>	<p>Instead of replacing an Executive Head of Corporate Resources the Council has appointed a Deputy Chief Executive. The Deputy will be joining the Council at the end of February 2023. The post of Executive Head of Corporate Resources has been deleted.</p>
5	Recruit interim Head of Human Resources.		<b>COMPLETED</b>	<p>An interim Head of Human Resources was appointed. However, she resigned after a few months and a consultant was subsequently appointed. The HR Team are going through a service review under the Future Tandridge Programme. The need for further recruitment is being considered within the service review.</p>
6	Produce business case to ensure there is sufficient capacity in Planning following the release of the PAS report.	CPO	<b>COMPLETED</b>	
7	<p>Deliver Tandridge Financial Transformation (TFT).</p> <p><i>Since the presentation of the GT report and its associated recommendations the Finance team are working to pull together a comprehensive plan of action to address all the underlying issues in Finance to allow the TFT to be built on a stable footing. That plan is currently being pulled together from a number of sources which will prioritise those that are urgent which will enable us to publish the 20/21 Outturn Report, have the 20/21 Accounts signed and provide Councillors with confidence they need to approve the 22/23 Budget. Those urgent actions associated with the GT recommendations will be discussed at the next A&amp;S meeting on 2nd November.</i></p>	CFO	<b>COMPLETED</b>	
9	Ensure compliance with mandatory fraud awareness training	CFO/ Specialist Service Manager	31/03/2022	<p><b>ONGOING</b></p> <p>Training for both the Revs and Bens and Housing staff is to be completed under the MOU with RBBC. Discussions are ongoing regarding</p>

				the MOU. This has been raised as a priority. Anticipated to be completed May- July 2023.
10	Adopt a Code of Governance, bringing together in one place all elements of the Council's governance system.	HofL	<b>COMPLETED</b>	
12	Keep under review the governance arrangements of the Gryllus Holdings Ltd Board to ensure that it is proportionate and reflects best practice for local authority property companies.	EHofC, CFO	<b>COMPLETED</b>	
13	Deliver all Health & Safety improvement actions due in 2021/22, as per the recent internal audit, and include a summary of Health & Safety governance in the next edition of the annual governance statement.	EHofC  (Reallocated task to Head of Transformation and Business Support)	30/03/2022	<b>ONGOING</b>  The Council is in the process of appointing a new Health and Safety Officer. This post will be shared with Elmbridge Borough Council. It is anticipated that someone will be in post May/ June 2023.
30	Chief Executive and Executive Team to review the Strategic Plan with councillors to ensure it reflects the Council's priorities with respect to its resources and capacity.	CE	31/05/2024	<b>ONGOING</b>  A Strategic Plan will be replaced by a new Corporate Plan. Workshops with officers and councillors took place in March 2023. Workshops with external stakeholders took place in June. Process anticipated to be completed after the 2024 elections.
32	Implement Customer First Audit Management Actions.	CE, HofL	<b>Completed and audit closed</b>	