

AGS Action Plan 2023/2024

Core CIPFA Governance Principle	Overall assessment	What's working well	Where we can improve (Priorities for 2023-2024)	Responsible Officer	Assessment of Impact / Outcomes Achieved
A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law		<ul style="list-style-type: none"> • Our values and behaviours Our vision, values and behaviours - Tandridge District Council • Member Code of Conduct Councillor conduct - Tandridge District Council • Council Meeting minutes Browse Meetings, 2024 - Tandridge District Council (moderngov.co.uk) • Anti-Fraud & Corruption Strategy Strategies, plans & policies - Tandridge District Council • Anti-Fraud & Corruption Policy Strategies, plans & policies - Tandridge District Council • Fraud e-learning Course • Anti-Money Laundering Policy • Whistleblowing Policy Whistle-blowing Policy - Tandridge District Council • Internal Audit reports 	<ul style="list-style-type: none"> • Monitor and continually improve our complaints procedure 	HoPC	Further work is required, as this is an ongoing task.
			<ul style="list-style-type: none"> • Review of Whistleblowing Policy 	HoDT	<p>This is now published on the Council's webpage.</p> <p>Nov-23</p> <p>Complete</p>
			<ul style="list-style-type: none"> • Review Anti-Money Laundering Policy 	HoL/s151	Report being considered by Audit & Scrutiny Cttee on 6 th February 2024.
			<ul style="list-style-type: none"> • Officer training on Anti-Fraud & Corruption Policy, Anti-Money Laundering Policy and Whistleblowing Policy 	HoDT	Further work is required, as this is an ongoing task.

		<ul style="list-style-type: none"> • Register of Members' Interests Councillor conduct - Tandridge District Council • Compliments, complaints and feedback Procedure Compliments, complaints and feedback - Tandridge District Council • Financial Regulations How the Council is run - Tandridge District Council • Contract Standing Orders How the Council is run - Tandridge District Council 	<ul style="list-style-type: none"> • Preparation for new Environment Act Legislation 	CPO	Mar-24
		<ul style="list-style-type: none"> • Grievance Policy and Procedure### • Constitution How the Council is run - Tandridge District Council 	<ul style="list-style-type: none"> • Ensure that complaints are investigated and responded to within timeframes in Complaints Policy 	HoPC	Further work is required, as this is an ongoing task.
			<ul style="list-style-type: none"> • Complete work currently underway to improve on lead times for finance and legal comments for Committee reports. 	HoL	Further work is required, as this is an ongoing task.
			<ul style="list-style-type: none"> • Reports to Committees will contain all information necessary to ensure that decisions are made taking into account the principles of rationality, legality and natural justice (if applicable). 	HoL	<p>There is still some further work required to improve on presentation of Committee reports</p> <p>Mar 24</p>
			<ul style="list-style-type: none"> • Resilience in the Monitoring Officer function 	HoL	<p>Recruited a new Deputy as well as having the existing Senior Deputy in place. There are now 2 deputies in post.</p> <p>Complete</p>

B. Ensuring openness and comprehensive stakeholder engagement		<ul style="list-style-type: none"> Public attendance at Council meetings Constitution Publication of all Committee and Council agendas and minutes How the Council is run - Tandridge District Council Publicity and Media Protocol (hyperlink)### Public inspection of accounts FOI log / spreadsheet of overdue Partnership Agreements Public speaking in Committee meetings Equality Impact Assessment 	<ul style="list-style-type: none"> Training on Equality and Equality Impact Assessment on 19/09/23 for EMT Members 	EMT	Sept-23 Complete
			<ul style="list-style-type: none"> Continuous and regular engagement with EMT by Information Governance Team, to reduce the number of overdue FOI requests 	EMT	Further work is required, as this is an ongoing task.
			<ul style="list-style-type: none"> Residents' Satisfaction Survey to be reviewed and assessed 	HoPC	Complete
			<ul style="list-style-type: none"> Ongoing improvement of the planning function through KPIs 	CPO	Complete – KPIs are reported regularly to the Planning Policy Committee and are reports on these are listed on the Forward Plan.
C. Defining outcomes in terms of		<ul style="list-style-type: none"> Council's values and behaviours Annual Governance Statement Statement of Accounts 	<ul style="list-style-type: none"> Publication of the Annual Governance Statement and update to the Code of Governance 	HoL	Report being considered by Audit & Scrutiny Cttee on 6 th February 2024. Feb 24

sustainable economic, social, and environmental benefits		<ul style="list-style-type: none"> • External Auditors letter and report • Service Plans under the Future Tandridge Programme • Performance Management including regular reporting of key performance indicators • Project register • Climate Strategy and Action Plan • Evolving Procurement procedures – Contract Standing Orders 	<ul style="list-style-type: none"> • Continue to deliver the Climate Emergency Strategy 	HoPC	<p>Report being considered by Strategy and Resources Committee on 30th January 2024.</p> <p>Ongoing as further reports will return to the Committee in the future.</p>
			<ul style="list-style-type: none"> • Update on Climate Strategy and Action Plan 	HoPC	<p>Report being considered by Strategy and Resources Committee on 30th January 2024.</p> <p>Ongoing as further reports will return to the Committee in the future.</p>
			<ul style="list-style-type: none"> • Prepare for Sustainable Procurement Policy 	S151	<p>Mar-24</p> <p>This may be delayed due to lack of resources.</p>
			<ul style="list-style-type: none"> • Prepare for Biodiversity and Net Gain 	CPO	<p>Jan-24</p> <p>Report was submitted to the Planning Policy Committee.</p>

					Ongoing as the Government updates its guidance on this.
			<ul style="list-style-type: none"> Continue FTP workstreams to review service plans and deliver savings targets 	S151	Ongoing
D. Determining the interventions necessary to optimise the achievement of the intended outcomes		<ul style="list-style-type: none"> Risk Management reports to Committees Medium Term Financial Plan Regular financial and performance reporting to Committees Business Continuity Plans Disaster recovery arrangements and emergency plan Council strategies & policies Statutory returns to government The Council has LGA, SOLACE and CIPFA membership to ensure best practice. TOM Group 	<ul style="list-style-type: none"> Continuously review our Council policies and strategies 	HoL/s151	Ongoing
			<ul style="list-style-type: none"> Development of Planning Performance Agreements processes 	CPO	Complete
			<ul style="list-style-type: none"> Develop Corporate Plan 	HoPC/EMT	May-24
			<ul style="list-style-type: none"> Continue work on the Corporate Business Continuity Plans and service plans 	EMT	Further work is required, as this is an ongoing task.
			<ul style="list-style-type: none"> Continue to survey external environment to ensure that MTFP reflects any changes to the environment 	S151	Ongoing

			Ensure that risk registers are updated regularly and that service plans reflect measures to mitigate against key risks		
E. Developing the entity's capacity, including the capability of its leadership and the individuals within it		<ul style="list-style-type: none"> • Quarterly Check-ins and 1-1s with Officers and their line Managers • Exit interviews • Mental Health First Aiders • Effective induction programme for Officers and Councillors • Constitution • Councillor/Officer Protocol • (Codes of Conduct) • Councillor training and development • Occupational Health provider • Schemes of delegation for Officers • Staff consultation- Staff Forum • Health and Safety Policy • Set of corporate values and behaviours 	<ul style="list-style-type: none"> • Continually monitor and improve councillor training and induction 	HoL	Complete May 23.
			<ul style="list-style-type: none"> • Developing the Mental Health First Aider Group to ensure they support individuals with their physical and mental wellbeing 	S151	Complete
			<ul style="list-style-type: none"> • Continually review external resources available to Officers to support health and wellbeing, and signpost 	S151	Ongoing
			<ul style="list-style-type: none"> • Review Constitution at regular intervals 	HoL	Nov-23 May-24

		<ul style="list-style-type: none"> • Future Tandridge Programme • Executive Management Team away days 	<ul style="list-style-type: none"> • Review scheme of delegation at regular intervals 	HoL	Nov-23 Mar-24
F. Managing risks and performance through robust internal control and strong public financial management		<ul style="list-style-type: none"> • Regular reporting to Audit and Scrutiny Committee • Statutory Officers meetings • Terms of reference within Constitution • Financial Regulations • Contract Standing orders • Internal Audit Charter • Regular reporting and provision of information to Audit and Scrutiny Committee including: Chief Internal Auditor's annual report • Individual audit reports • Regular progress reports on results of internal audit work • Anti-fraud and Corruption And Bribery Policy & Strategy 	<ul style="list-style-type: none"> • Ensure robust and integrated risk management arrangements are in place and regularly reviewed to ensure that they are working effectively 	S151	Ongoing
			<ul style="list-style-type: none"> • Risk management to be embedded into the culture of the Council 	S151 and HoPC	Ongoing
			<ul style="list-style-type: none"> • EMT to regularly review efficacy of anti-fraud and corruption measures 	EMT	Monthly
			<ul style="list-style-type: none"> • Feedback from Information Governance meetings to be provided to EMT and then cascaded down to service areas 	HoL/EMT	Quarterly (ongoing) Issues of corporate significance reported to EMT.

		<ul style="list-style-type: none"> • Annual Governance Statement • Information governance Meetings • Regular financial and performance reporting to Committees • Medium Term Financial Plan • Quarterly performance and financial monitoring reports to Committees • Cyber risk training (Elearning) • IT & Social media Policies • RIPA Policy 	<ul style="list-style-type: none"> • RIPA refresher training and training for new Officers • Cyber security training for all Officers • Contents of reviewed IT Policies to be communicated to all Officers 	<p>HoL</p> <p>S151</p> <p>S151</p>	<p>May-24</p> <p>Nov-23</p> <p>Mar-24</p>
<p>G. Implementing good practices in transparency, reporting, and audit to deliver effective accountability</p>		<ul style="list-style-type: none"> • Information Governance Group • Audit and Scrutiny Committee • Regular provision of information to Audit and Scrutiny Committee • Annual Governance Statement • Internal Audit Charter • Chief Internal Auditor annual report • Individual audit reports • Regular progress reports on results of internal audit work • Quarterly financial and 	<ul style="list-style-type: none"> • Continue to monitor GDPR Officer training to reduce data breaches 	<p>EMT</p>	<p>Ongoing</p> <p>Training provided to departmental Data Champions at bi-monthly meetings. Regular series of engagements at departmental team meetings planned for 2024 to promote best practice in respect of the handling of data.</p>

		<p>performance reporting Reports</p>	<ul style="list-style-type: none"> <li data-bbox="1171 512 1550 616">• Actions from previous AGS to be monitored quarterly by EMT. <li data-bbox="1171 820 1550 1114">• Review outcome of External Assessment of Internal Audit and develop action plan for implementation of any agreed enhancements <li data-bbox="1171 1121 1550 1185">• Review of Constitution Standing Orders 		<p>Ongoing (weekly) review of overdue FOIs and targeted interventions where necessary</p> <p>Regular reminders sent to EMT regarding outstanding actions on Action Plans and updates to Action Plans</p> <p>This work is ongoing as part of the AGS Action Plan monitoring</p> <p>Report to Strategy & Resources Cttee 30th November 2023</p>
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