

Colchester Borough Council
Annual Governance Statement – Action Plan for 2018/19
Interim Review November 2018

No.	Issue	Action	Due Date	Responsible Officer	Position Update
1.	Security of premises / information. During the security audit of one Council building, that is open to the public, access was gained to private office areas. During the year the ICT team also carried out two random tests of data security - one on-line based, involving a spam email to which several officers responded and one building security related, with a non-employee being able to access offices and paper files unchallenged. With the changes to the General Data Protection Regulations due to come into force at the end of May 2018, it is essential that the Council ensures that all buildings and data are robustly protected, both physically and virtually.	The internal audit report and the ICT assessment both identified for improvement. These included physical changes such as re-setting building access cards, issuing role specific lanyards (such as contractor and visitor) and ensuring a robust signing in procedure for visitors, as well as virtual changes such as password changes. These were accompanied by a comprehensive awareness programme for all staff. During 2018/19 further assessments need to be conducted to ensure that these changes have been embedded and are effective.	On-going throughout the year	Assistant Director of Policy & Corporate	All building access cards have been re-issued. Lanyards are issued for all staff and visitors. Visitors are required to register electronically when arriving at both the Town Hall and Rowan House. Access to Rowan House was changed to ensure that all staff enter by the same door – visible to reception desk. There is a balance between secure access and having publically accessible buildings.
2.	Contract Management The Council has a number of ongoing contract arrangements and makes a number of decisions during any year for new or additional services. Contract procedures are in place, however, it is essential that all staff are aware of processes and these are followed and documented appropriately.	During the year there is a planned internal audit of contract arrangements and also the opportunity will be taken to build this issue into other relevant audits. Promotion of contract management rules and responsibilities will also be carried out during the year.	On-going throughout the year	Assistant Director of Policy & Corporate	The recommendations of the audit of contract arrangements are being implemented. Awareness training of rules and responsibilities is proposed during the coming year.

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3.	<p>Project Management</p> <p>With the ambitious digital challenge programme and major investment activities there have been challenges to the delivery of certain projects. Steps have been put in place to improve project management through additional governance and monitoring. However, given the importance of this area, it continues to be recognised as an issue.</p>	<p>During 2018/19 training programmes will continue to be run to provide staff with relevant project management skills. In addition, the new commercial company arrangements produced will result in revised governance arrangements for the management of economic growth projects. Post implementation reviews and “lessons learned” exercises will be carried out to ensure issues can be embedded into future project management exercises.</p>	On-going throughout the year	Assistant Director of Policy & Corporate	<p>Training programmes have been run regularly throughout the year with attendance from all services. The next course being run early December 18. New programme and project sites have been developed with built in additional governance, including on-line closure reports ensuring ‘lessons learnt’ are embedded into this process. Progress reporting is currently being developed so the RAG status of projects will automatically feed into the significant project lists. Amphora have developed their own project and programme sites with similar governance built in.</p>
4.	<p>Financial Management</p> <p>The challenging financial climate and the need to continually look to new ways of working means staff need to have access to financial information and relevant training to support them in carrying out their duties.</p>	<p>During 2018/19 all budget managers will receive financial training to reinforce the importance of budget management and support to develop financial management skills. Budget management systems and processes will also be reviewed.</p>	On-going throughout the year	Assistant Director of Policy & Corporate	<p>Some training has been provided on a 121 basis to a number of budget managers. A briefing / training for all managers has been prepared and will be delivered this financial year. Frequency of budget reviews has been increased with Budget Group receiving monthly reports.</p>

