Corporate Governance - AKA Supplemental Report and Key Lines of Enquiry Matrix

	Corporate Governance Arrangements: Refresh and Renew (Supplemental Report) Work streams.	CIGT Work Plan											
		Cultural Change & Communication											
				Corporate Governance - Key Lines of Enquiry									
				1 - Alignment of Corporate Planning and Budget Making Process	2 - Review and refresh 'Code of Corporate Governance'	3 - Relationships between devolved and central functions	4 - Review of Internal Audit	5 - Review of Policy	6 - Review of Committee Services	7 - Review of Performance	8 - Equalities	9 - Fees and Changes	10 - Member Capacity
1	**"A Councillor Working Group supported by Officers".**												
1.1	Establish a Cabinet Committee to drive the required change.	X											
1.2	Membership to focus upon individuals best placed to oversee the assessment, design and delivery of improvements to Corporate Governance supported by Officers and the Chief Executive, Monitoring Officer, Director of Finance and consideration be given to external advisors.	X											
1.3	Initiate a 'Taking the Lead' programme to run from October 2011 to April 2012 ensuring the Council is fit for purpose against the requirements of the self regulation regime to be introduced in April 2012.	X											
1.4	The Cabinet Committee may establish one or more working groups to take account of existing guidance and recommendations by the LGG and other guidance which may be relevant to the local "Taking the Lead" programme. These groups will be time limited task and finished groups whose membership will be determined by the Cabinet as having the appropriate, skills, experience, focus and determination to address corporate governance issues without distraction.	X											
1.5	The Cabinet Committee will include co-opted external representation/perspectives from local partners and appropriate and regular input and challenge from peer councillors and officers from other authorities, together with external advisors as required.	X											
2	**"Set up a 'Taking the Lead' delivery team".**												
2.1	Recruit a suitably qualified cross council and/or externally resourced team to support the Cabinet Committee and any working groups established to support the programme as a whole and the various work streams.	X											
2.2	Cabinet Committee and other co-opted Members/external resources to lead on coordinating internal communications and a consultation strategy with support from Officers including undertaking a series of councillor, staff, citizen/user assessments about Wirral performance. *"How well is the Council working, what needs improvement and why?"*	X	X											

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3	**"Review and improve Corporate Governance Development and training across the Council".** Consult, design and commission appropriate development programmes for councillors, officers and partners.												
3.1	Councillor Development Training *"What is required of councils' by self regulation, what does this mean for Wirral Council and what changes are required in the way Councillors govern the Council and work with officers?"*		X										X
3.1.1	For Groups: looking at Good Corporate Governance, the requirements of Self Regulation, iterating against what this means for the way Wirral Council works, testing and agreeing what Councillors need to do to fulfil their role in the new environment, identifying other changes that will improve Wirral Councils Corporate Governance arrangements.												X
3.1.2	As required: leader, cabinet members and scrutiny members development sessions, covering any support necessary to make specific changes required to update and improve Wirral Councils governance arrangements												X
3.1.3	As required: follow up briefings and/or training for those Councillors where there are specific "Taking the Lead" implications that affected their areas of responsibility.												X
3.2	Officer Development Training *"What is required of councils by self regulation, what does this mean for Wirral Council, what changes are required in the way officers manage the Council and work with Councillors?"*		X							X			
3.2.1	Looking at Good Corporate Governance, the requirements of Self Regulation, iterating against what this means for the way Wirral Council works, testing and agreeing what Officers and Councillors need to do to fulfil their role in the new environment, identifying other changes that will improve Wirral Councils Corporate Governance arrangements.									X			
3.3	Councillors - Officers "Open Door" Sessions		X										
3.3.1	A series of regular, facilitated, "open door" sessions that report back on "Taking the Lead" and introduce, test and interrogate specific issues identified by the wider work programme and work streams.		X										
3.1.2	Data to inform and shape the wider work programme.		X										

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4		**"Undertake a series of 'System Stress Tests' across the Council".** *"How effective is this Council in agreeing policy and converting it into effective practice supported by proper systems?"*												
	4.1	Commission a series of council wide "stress tests" to assess the integrity of the different systems (governance, financial and performance management) that support delivery of Wirral Councils services and outcomes.			X	X				X				
	4.1.1	To include specific audit and assurance on the effectiveness of Council's fees and charging systems, an assessment of how well different Departments work together to lawfully set fees and charges and recovers monies											X	
	4.1.2	Test information and document management systems and performance across different departments against the requirements of Freedom of Information legislation and guidance.								X				
	4.1.3	Identify capture, codify and disseminate "best in class" based on good practice in Wirral Council and recognised excellence elsewhere.		X	X	X	X	X	X	X	X	X	X	X
	4.1.4	Review and report on the improvements required to improve the Council's capability and capacity in respect of governance arrangements with a specific focus on Legal and Committee Service Team, the council's Policy and Performance functions, Internal Audit and, by the conclusion of the "Taking the Lead" programme, make recommendations on options for a designated Corporate Governance Team/Capability, as well that capability's form and function.		X		X		X	X	X	X			
5		**"A Corporate Governance amnesty"**												
	5.1	A confidential and secure way for Councillors, Staff, Contractors and Partners to put governance and service issues they are concerned about "on the record".		X						X				
	5.2	Ensure that the resource and capability required to prioritise, investigate and resolve these issues are in place or made available.		X						X				
	5.3	Ensure that the learning flowing from any such work is reported back to the Councillor / Officer working group for any further action / recommendations.		X						X				

CIGT Work Plan