

Cabinet/Committee Actions

Monitoring Arrangements

The Council recognises the importance of ensuring that it has appropriate and necessary arrangements in place that enable informed and effective decision making by Cabinet and Committees.

It is however also recognised, that it is equally important that actions approved by Cabinet and Committees are undertaken either within agreed timescales or, in the absence of a timescale, within a reasonable period of time.

Accordingly, the following arrangements shall be implemented to ensure the effective monitoring of Cabinet and Committee approved actions. These arrangements are intended to:

1. Establish a central database of approved Cabinet/Committee actions;
2. Identify the Council officers responsible for each approved action;
3. Enable the effective monitoring of the status of approved actions by Cabinet/Committee and Senior Council officers;
4. Enable remedial steps to be taken promptly to mitigate potential risks/detriment to the Council caused by unexplained/unintended delays in approved actions being undertaken and completed; and
5. Assist with and improve Performance Management.

By Members

The Council's standard report template has been amended requiring report authors (and the relevant Chief Officer) to provide details of previously approved actions that remain outstanding (whether full or in part) relating to a subject matter being considered again by Cabinet or the same Committee.

Report authors (and the relevant Chief Officer) must provide an explanation in the report as to why any previously approved action(s) (whether all or in part) remains outstanding.

The Cabinet or relevant Committee should carefully consider any explanation provided in order than any learning necessary can be acted upon.

APPENDIX 8

By Council Officers

The Council uses the Mod.Gov System in order to assist with Committee Administration.

The functionality of the Mod.Gov System enables actions to be generated (following Cabinet/Committee meetings) and assign them to specific Council officers to undertake.

The functionality of the Mod.Gov System includes notification being sent to the nominated Council officer that a specific task(s) has been approved by Cabinet/ the Committee and assigned to them to progress and undertake.

The Mod.Gov System also enables audit reports to be created which can be utilised by Chief Officers to monitor and manage actions assigned either to them or officers within their management control.

This functionality is being used by many officers, however needs to be comprehensively applied.

Accordingly, all Chief Officers shall be required to utilise the Council's Mod.Gov System within their respective Directorates to monitor and manage all Cabinet and Committee approved actions.

The Chief Executive shall routinely and regularly review and monitor (with other Chief Officers whether individually or collectively) all outstanding Cabinet and Committee actions by utilising above functionality within Mod.Gov (or an alternative that is as effective, efficient and robust).

Adopting the above approach will help ensure Cabinet and Committee actions are undertaken in a timely manner and provide an effective safeguard to mitigate the likelihood of actions being inadvertently overlooked thereby exposing the Council to unacceptable risk, liability and reputational harm.