

**ANNUAL GOVERNANCE STATEMENT 2015/16 - SIGNIFICANT GOVERNANCE ISSUE ACTION PLAN**

<b>Significant Governance Issue (SGI) – Compliance - Action Plan</b>			
<b>Outcome required and how achievement in addressing the SGI will be monitored and measured</b>	<b>Responsible Officer</b>	<b>Expected Delivery Date</b>	<b>Action to be taken to ensure the outcome is achieved</b>
<p><b>A. Contract Procedure Rules:</b></p> <p><b>Outcome required:</b></p> <p>Compliance with Council processes and procedures in relation to Contract Procedure Rules.</p> <p><b>How this will be monitored and measured:</b></p> <p>Monitoring compliance with Contracts Procedure Rules (CPR's) is undertaken by Corporate Procurement. All Procedure Rules Approval Document activity is recorded; this includes exceptions to the rules, variation and extensions to contracts, and Contract awards.</p> <p>Audit and Risk Management Committee and the Corporate Governance Group will receive a half yearly report which will include any contract awarded over £500,000; any variation or extension to a contract; or a waiver of breach of the rules which exceeds £50,000.</p>	<p><b>Head of Procurement – Ray Williams</b></p>	<p><b>31 March 2017</b></p>	<p>Since the 1<sup>st</sup> April 2016 the revised Contract Procedure Rules (CPR's) have been in operation with training in both the application and understanding of the new Rules to over 200 plus officers who are involved within procurement processes for the Council. The majority of Senior Officers have commented upon the new Rules leading to a better understanding of CPR's since April 2016, which has contributed to their successful application. Future actions include:</p> <ul style="list-style-type: none"> <li>• In October 2016 a new e-learning module 'Understanding Procurement Process' will be mandatory for all managers to complete by the end of March 2017.</li> <li>• Regular reporting to the Corporate Governance Group to ensure there is a robust accountability and compliance across the organisation.</li> <li>• A fit for purpose structure for the Procurement Team is being implemented with recruitment expected to take place during Autumn 2016.</li> </ul>
<p><b>B. Absence Management:</b></p> <p><b>Outcome required:</b></p> <p>Compliance with Council processes and procedures in relation to absence management, including ensuring absence is reported and managed effectively.</p> <p><b>How this will be monitored and measured:</b></p> <p>Number of working days/shifts lost due to sickness absence. (Wirral data is compared against performance in other Local Authorities and Regionally)</p>	<p><b>Head of HR/OD – Chris Hyams</b></p>	<p><b>31 March 2017</b></p>	<p>Management of absence remains a high priority and action continues to be taken to reduce the level of sickness absence across the Council. This includes:</p> <ul style="list-style-type: none"> <li>• Absence is reported monthly at Senior Leadership Team.</li> <li>• HR continues to offer proactive support with reports to Departmental Management Teams which includes undertaking serious case reviews with Chief Officers, training for specific services and absence surgeries which commence in September 2016.</li> <li>• Development of a Health and Wellbeing Strategy focusing on improving the health and wellbeing of the workforce and improving prevention and intervention strategies</li> </ul>

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<p><b>C. Essential Training:</b></p> <p><b>Outcome required:</b></p> <p>Compliance with Council processes and procedures in relation to essential training.</p> <p><b>How this will be monitored and measured:</b></p> <p>100% of management staff completing 2016-17 corporate essential management training by 31 March 2017; and 100% of employees completing 2016-17 corporate essential training by 31 March 2017.</p>	<p><b>Head of HR/OD – Chris Hyams</b></p>	<p><b>31 March 2017</b></p>	<p>A number of actions are in place to ensure the Council’s new approach to essential training is embedded across the organisation:</p> <ul style="list-style-type: none"> <li>• Communication with all staff through a number of relevant channels to raise awareness of the training modules and completion dates.</li> <li>• Production of training materials in different formats to ensure all staff can access training effectively.</li> <li>• Monthly monitoring reports to Senior Leadership Team.</li> </ul>
<p><b>D. Performance Appraisals:</b></p> <p><b>Outcome required:</b></p> <p>Compliance with Council processes and procedures in relation to Performance Appraisal and Development.</p> <p><b>How this will be monitored and measured:</b></p> <p>Percentage of Performance Appraisals (PAs) completed and registered in reporting year.</p>	<p><b>Head of HR/OD – Chris Hyams</b></p>	<p><b>30 September 2016</b></p>	<p>Ensuring all staff receive PAs remains a high priority for the Council and a number of steps have been put in place to ensure they are carried out:</p> <ul style="list-style-type: none"> <li>• Performance appraisal figures are reported monthly at Senior Leadership Team.</li> <li>• Senior Managers have received a breakdown of which managers within their service area have not received their PA, so these can be addressed.</li> <li>• Full guidance is available for group appraisal. These are being scheduled and are monitored by HR staff.</li> <li>• The requirement to complete PAs by the end of September 2016 has been included in issues of ExecView and ManagerView communications.</li> </ul> <p>In addition, new arrangements for PA will be put in place following the implementation of the organisation’s ‘New Operating Model’.</p>

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