

Annual Governance Statement: Progress on 2013/14 Actions

Issue	Issue/Actions being taken	Responsible officer(s)	Half Year Update
<p>1. Procurement (Brought forward from 2012/13)</p>	<p>Following finalisation of the Corporate Procurement staffing, a review is underway to strengthen and improve procurement processes, compliance and governance including revising arrangements in place to strengthen the P2P authorisation process.</p> <p>A departmental training programme is underway.</p> <p>Also, Capita are developing a low value construction framework.</p>	<p>Director of Finance</p> <p>Head of Audit, Assurance & Procurement</p> <p>Strategic Procurement Manager</p>	<p>A Procurement Improvement Group has been established to discuss procurement issues and share best practice to strengthen procurement across the Council. The Contract and Procurement Procedure Rules are being reviewed and updated to ensure that they are fit for purpose and work is underway to streamline the P2P hierarchies and authorisation arrangements. This is being linked to the implementation of the new HR system and review of the Authorised Signatories Financial Instruction to minimise the impact on directorates.</p> <p>Procurement training has been delivered during the year, including training on the use of The Chest for quotations and tenders.</p> <p>Discussions have been held with Capita regarding options for a low value construction framework and a business case regarding this area will be prepared for consideration by the Directors of Regeneration and Finance & IT.</p>

APPENDIX 1

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<p>2. Audit Committee Annual Review</p>	<p>The Audit Committee should carry out an annual assessment of its performance in relation to its Terms of Reference and the effectiveness of the Committee in meeting its purpose. It should report the results to the Full Council to demonstrate compliance with the new 2013 CIPFA Guidance for Audit Committees.</p>	<p>Audit Committee Head of Audit, Assurance & Procurement</p>	<p>This issue will be addressed along with any actions arising from the review of the effectiveness of the Council's Audit Committee against the CIPFA Principles for Audit Committees in Local Government. This is subject to a separate report and action plan on the Audit Committee agenda.</p>
<p>3. Payroll</p>	<p>Review and strengthen processes to ensure compliance with the HR and payroll controls in place following the transfer of responsibility for this area back to the Council and the implementation of the new HR & Payroll system which is due to go live on 30th September 2014.</p>	<p>Director of HR & Legal</p>	<p>The new HR System was procured and a revised implementation plan for payroll elements to be introduced was agreed for Autumn/Winter 2014. During the Autumn extensive testing and checking of the data migration and the new payroll system to ensure accuracy of transition from 'old' to 'new' was undertaken and a final transfer date of January 2015 was agreed to securely and safely deliver employee payroll services via the new system. It is important to note the Payroll implementation is phase 1 of a much larger implementation programme for a complete new HR & Payroll system which is expected to conclude its introduction in full by April 2016 as per the original project timescales. Given the importance of Payroll accuracy and validation the Project Plan always included the facility to slip the</p>

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			introduction of the Payroll payments element without undue impact on the wider Project timescales.