

Public Interest Report - Implementation Plan

Ref	Action	Officer Lead	Linked to other actions	Comments	Deadline Date	Completed Y/N	RAG Status
Recommendation One (and Recommendation Five)							
Adopt and apply appropriate standards for business case preparation in relation to exit and pension discretions (R1)							
The Council should review its policies and procedures to reflect Government guidance in the use of non-disclosure agreements. (R5)							
R1 (1)	Review of HR processes currently in place relating to the Council's use of settlement agreements in relation to its employees including:						
R1 (1.1)	Commission specialist employment law advice to assist in the formulation of a fit for purpose framework and guidance for HR staff and other key staff such as legal and finance, including consideration of information security data protection compliance.	DM/TF		Trudy to look at initially	31/08/2021	N	
R1 (1.2)	Ensure revised business case template has appropriate sign off and that the Head of Paid Service, Monitoring Officer and S151 Officer have oversight of all exit packages and settlement agreements	DM/TF		As above	31/08/2021	N	
R1 (1.3)	Consultation with Trade Unions and Internal Audit on proposed framework, guidance and sign off process	TF		Can't be completed until 1.1 and 1.2 done	30/09/2021	N	
R1 (1.4)	Approval of the revised framework will be sought from CCNC, SMU and presented to Audit & Governance.	TF		Can't be completed until 1.1 and 1.2 done	30/09/2021	N	
R1 (1.5)	Review of the scheme of delegation for Officers in terms of initial authority to enter into an agreement and approvals for the content of such documents including the overall responsibility of the Head of Paid Service in this process.	JB		Covered in the Constitution	31/08/2021	N	
R1 (1.6)	Review of the scheme of delegation for Executive Members in terms of initial authority to enter into an agreement and approvals for the content of such documents including the overall responsibility of the Leader of the Council in this process.	JB		Covered in the Constitution	31/08/2021	N	
R1 (1.7)	Review of the scheme of delegation as to the role of Elected Members in this process (taking into account whether the employee is a chief officer or non-chief officer)	JB		Covered in the Constitution	31/08/2021	N	
R1 (1.8)	Inclusion of a 6 monthly review of all exit packages by internal audit.	TF		Include in process & guidance at 1.1. Add to A&G forward plan? Include definition of NDA?	31/08/2021	N	

R1 (1.9)	Annual monitoring of the use of a revised framework will be undertaken by the Audit & Governance Committee;	TF		As above	31/08/2021	N	
R1 (1.10)	Consider function and composition of Staffing Matters & Urgency Committee as part of review of Constitution (links to recommendation 3).	JB	R3 (1)		30/09/2021	N	
Recommendation Two							
Decision notes should be maintained that document the factors that explain the case for the use of public funds under the scheme of delegation such as where payments exceed contractual entitlements.							
R2 (1)	Pay Elements & Discretion						
R2 (1.1)	A review of all pay elements upon which discretions can be applied both whilst in employment and upon exit.	TF			30/09/2021	N	
R2 (1.2)	For each pay element to identify the process, the controls and sign off process.	TF			30/09/2021	N	
R2 (1.3)	To consult with the trade unions on this process.	TF			30/09/2021	N	
R2 (1.4)	The above to be included in one document for sign off via CCNC.	TF	R1 (1.4)		30/09/2021	N	
R2 (1.5)	Instructions and guidance will be issued to all Officers about the importance of record keeping.	TF			30/09/2021	N	
R2 (2)	The introduction of a revised framework detailed under Recommendation One and Five will be accompanied by Officer training and development; a key part of that will be re-iterating the importance of maintaining clear records	TF	R1 (1.1)		30/09/2021	N	
R2 (3)	The accompanying scheme of delegation will build in key points in time whereby reviews and decisions need to be captured by Officers.	JB/TF	R1 (1.5) R1 (1.6)		30/09/2021	N	
R2 (4)	Financial decisions affecting Chief Officers will require the approval of Staffing Matters and Urgency Committee and relevant provisions will be included within the review of the Council's Constitution.	JB/TF			30/09/2021	N	
Recommendation Three							
Review the design of governance policies and procedures to manage conflicts of interest (including self-interest threats). This should include updating the Council's constitution and scheme of delegation							
R3 (1)	A fundamental review of all aspects of the Council's Constitution has already commenced and a draft has been prepared by the Monitoring Officer. It is proposed that all Elected members will have the opportunity to share their views on the draft which will be shared with the Audit & Governance Committee as part of their formal role as custodians of the constitution. The Audit & Governance Committee will be invited to make recommendations to Full Council in terms of any amendments to the Constitution.						
R3 (1.1)	The Monitoring Officer will undertake a six monthly review of all aspects of the constitution.	JB			30/09/2021	N	

R3 (1.2)	The Audit & Governance Committee will undertake an annual review of the Constitution to ensure it remains fit for purpose and report its findings to Full Council	JB			30/09/2021	N	
R3 (1.3)	Guidance will be provided with all meeting agendas to assist Elected Members in the identification or not of a conflict of interest (this will be delivered as part of the work for Recommendation Four).	JB	R4 (1.5)		30/09/2021	N	
R3 (1.4)	Mandatory training will be implemented for all Officers and Elected Members to inform as to the purpose and function of the Constitution and highlight its importance in terms of assisting with the identification of conflicts of interest and structure of schemes of delegation for both Officers and Elected Members.	JB / TF			30/09/2021	N	
R3 (1.5)	The Council's Corporate Management Team will undertake six monthly reviews of the Officer Schemes of Delegation in place which arise from the Council's Constitution.	JB			30/09/2021	N	
R3 (1.6)	Review and formalise the existing governance assurance processes between Internal Audit, the Head of Paid Service, Monitoring Officer and Section 151 Officer.	JB / DM		Update Audit Plan to include Governance is an underlying theme of every audit	30/09/2021	N	
R3 (1.7)	Present a quarterly report to the Corporate Management Team to monitor the Council's Governance Framework.	JB / DM		Add to CMT forward plan	30/09/2021	N	
R3 (1.8)	Review the terms of reference and composition of Staffing Matters & Urgency Committee (as part of the review of the constitution) as outlined in Recommendation 1 above.	JB	R1 (1.10)		30/09/2021	N	
Recommendation Four							
The Council should ensure all Members fully understand the requirement of the Code of Conduct in relation to declaration of interests.							
R4 (1)	The Council will work towards the adoption of the Model Code of Conduct issued by the LGA which will replace the current Code of Conduct and procedure for the handling of complaints:						
R4 (1.1)	The Joint Standards Committee will oversee the implementation of the Model Code of Conduct and make recommendations via the Audit & Governance Committee to Full Council.	JB		Work started, workshop held on 23/6 with Hoey Ainscough with chair & vice chair of A&G. Further mtg on 6/7.	31/07/2021	N	
R4 (1.2)	The Council will commission specialist support to assist with the development, implementation and mandatory training of all Elected Members (and key officer groups) in respect of the Model Code of Conduct, awareness raising of conflicts of interest and the declaration of interests.	JB/TF		HA in place to develop training. Trudy looking at MYLO for capturing training record.	31/07/2021	N	

R4 (1.3)	Mandatory training will be required to undertaken by all Elected Members on an annual basis.	JB/TF		Use MYLO to keep training record.	30/09/2021	N	
R4 (1.4)	The Corporate Leadership Group (all Chief Officers and their direct reports) will receive mandatory training in respect of the Members Code of Conduct.	JB/TF		Get HA to create training programme. Use MYLO to monitor delivery, etc.	30/09/2021	N	
R4 (1.4)	Comms with relevant staff to explain importance of training and that it is mandatory and must be completed on an annual basis	JB/TF			30/09/2021	N	
R4 (1.5)	Guidance will be provided with all meeting agendas to assist Elected Members in the identification or not of a conflict of interest.	JB	R3 (1.3)	Hoey A working on	30/09/2021	N	
R4 (1.6)	The Monitoring Officer, (in consultation with Head of Paid Service, s151, Chairs and Vice Chairs of Joint Standards Committee and Audit & Governance Committee and Leaders of the Political Groups) will undertake an annual review of the Code of Conduct to ensure it is fit for purpose and the adopted Code of Conduct will be reviewed every year at Annual Council to coincide with appointments to committees and outside bodies and at any other times deemed necessary by the Monitoring Officer.	JB			30/09/2021	N	
R4 (1.7)	The Council's induction programme following City Council elections (due to take place in May 2023) will be reviewed in line with progress and outcomes of this recommendation.	JB/TF		Clare looking at good practice on member dev	30/09/2021	N	
NEW	Commission LGA, determine scope and role, timeliness of feedback - pick out key milestones?	JB/TF/DM			30/09/2021	N	

