Key tasks & deliverables					Meeting schedule		March 07	April 07	May 07	June 07	July 07	Aug 07	Sept 07	Oct 07	Nov 07	Dec 07	Jan 06	Feb 08	March 08	April 08
					Lead	Status		Financial year 07/08												
Group operations																				
1	**Specification, role & remit**																			
	a	Review & update membership details			**ALL**	**Done**														
	b	Approve 07/08 Work Plan			**ALL**	**WIP**														
2	**Communications & awareness work**																			
	a	Report to CMT on 06/07 outturn and 07/08 work programme			**ERA**	**WIP**														
	b	Stakeholder awareness & information sessions																		
		b1	CLG event		**ERA**	**TBS**														
		b2	Council Members																	
			I	Leader	**SW**	**TBS**														
			ii	Political Groups	**SW**	**TBS**														
			iii	Standards Committee	**SH**	**TBS**														
			iv	Audit & Governance Committee	**ERA**	**WIP**														
			v	SMC	**SH**	**TBS**														
			vi	Members induction programme	**SH**	**PLAN**														
		b3	Intranet site		**DM**	**WIP**														
		b4	News & Jobs feature		**DM**	**WIP**														
Internal control environment																				
3	**Known control issues 2005/06**																			
	a	Document review																		
		a1	Issues arising from the SIC 06/07																	
			I	review O/S 05/06 actions and report to OGG & A&G	**MT**	**WIP**														
			ii	prepare 06/07 action plan	**MT**	**WIP**														
		a2	Outstanding DA actions for follow up																	
			I	schedule as part of 07/08 AAL Action Plan	**ERA**	**WIP**														
			ii	report back to CMT/GG	**ERA**	**WIP**														
			iii	report to A&G for monitoring and action	**ERA**	**WIP**														
		a3	Outstanding IA actions for follow up																	
			I	regular in-year monitor to OGG	**RS**	**On-going**														
			ii	regular in-year monitor to A&G	**RS**	**On-going**														
		a4	Registers of Interest																	
			I	Review of Directorate arrangements	**MT/KG**	**WIP**														
			ii	Members Induction Programme	**SH**	**PLAN**														
			iii	compliance audit	**MT**	**TBS**														
		a5	Issues arising from the annual review of B&W																	
			I	incorporate into IA follow up programme	**MT**	**PLAN**														
			ii	schedule CPT support to key areas	**DW**	**TBS**														
			iii	maintain WP files & register	**RS**	**On-going**														
			iv	2007/08 report to OGG	**RS**	**PLAN**														
			v	2007/08 report to A&G	**RS**	**PLAN**														

Key tasks & deliverables	Meeting schedule		March 07	April 07	May 07	June 07	July 07	Aug 07	Sept 07	Oct 07	Nov 07	Dec 07	Jan 06	Feb 08	March 08	April 08
	Lead	Status		Financial year 07/08												
Internal control environment																
4 Known control issues 2005/06 (cont)																
b Financial health																
b1 Establish arrangements to formally report on																
key financial systems performance & targets to S151	PS	WIP														
and A&G Members																
b2 Undertake regular monitoring routine	PS	PLAN														
b3 Monitoring report to S151 Officer	PS	PLAN														
b4 Exceptions eport to A&G (if necessary)	PS	PLAN														
b5 Implement robust quality assurance routines	PS/JL	PLAN														
as part of annual closedown & accounts preparation																
b6 Improvements to final accounts working papers	PS/JL	PLAN														
to be implemented as agreed with DA																
b7 Prepare annual report	PS	PLAN														
c Partnership arrangements																
c1 Prepare guidance note on expected standards for	ST	TBS														
financial reportng & governance arrangements																
d Whistle-blowing policy																
d1 Complete review and report to Members	CT	WIP														
d2 Re-launch of new policy to all staff	CT	WIP														
e Managing compliance & embedding the control framework																
e1 Review requirements & current arrgts	ALL/HR	TBS														
e2 Report back to CMT on required development	ERA	TBS														
5 Forward planning & mgt 2006/07 onwards																
a Intergated audit & reporting arrgts																
a1 Planning																
i DA annual plan	ERA	WIP														
ii IA annual plan	MT	WIP														
a2 Delivery & reporting																
i Officer client monitoring DA plan	ERA	PLAN														
a3 Reporting																
i Annual report of the CIA to A&G	ERA	WIP														
ii Client monitoring on DA plan to A&G	ERA	PLAN														
iii IAS monitroing report to A&G	MT	PLAN														
Legality & regulation																
6 Stewardship responsibilities of the S151 Officer & MO																
a Exception reporting to A&G (if necessary)	SW	AR														
b Exception reporting to Standards (if necessary)	SH	AR														
7 Money Laundering																
a Complete implementation of 06/07 action plan	SH	TBS														
b Progress report to OGG	SH	TBS														
c Exception and/or year end report to A&G (if necessary)	SH	PLAN														

Key tasks & deliverables					Meetings schedule		March 07	April 07	May 07	June 07	July 07	Aug 07	Sept 07	Oct 07	Nov 07	Dec 07	Jan 08	Feb 08	March 08	April 08
					Lead	Status		Financial year07/08												
Legality & regulation																				
8	**Information governance**																			
	a	OGG to review policy framework, arrangements & compliance			**RB**	**PLAN**														
Transparency & decision making																				
9	**The Review of the Constitution**																			
	a	Complete post-implementation review & report to OGG			**ALL**	**TBS**														
		a1	HR procedure rules (see also 10 below)		**JS**	**TBS**														
		a2	Review of the ECP		**RG**	**TBS**														
		a3	Officers Code of Conduct		**SH**	**TBS**														
		a4	Revisions to Fin Regs																	
			I	addendum: procurement parnership contracts	**ERA**	**TBS**														
			ii	review: Part 5 Partnership & 3rd party working	**ERA**	**TBS**														
		a5	Review of Scrutiny		**SH/DS**	**WIP**														
	b	Report to Council			**SH**	**TBS**														
10	**HR rules of procedure & scheme of delegation**																			
	a	Review and update further to 9a above			**JS**	**TBS**														
	b	Associated policy development			**JS**	**TBS**														
	c	Roll out, implementation and training			**JS**	**TBS**														
11	**Audit & Governance Committee**																			
	a	Rehearse TOR, role & remit with new Members			**ERA**	**PLAN**														
	b	Prepare annual training programme			**ERA**	**PLAN**														
	c	Undertake stakeholder survey: role & effectiveness			**ERA**	**PLAN**														
	d	Schedule all Member workshop on the role of A&G			**ERA**	**PLAN**														
12	**Strategic decision making & reporting**																			
	a	Competition framework																		
		a1	Competition policy		**ERA**	**WIP**														
		a2	Competition Handbook (Rollo Review/Thin Client)		**ERA**	**WIP**														
		a3	Strategic Procurement Programme - monitoring arrgts		**DW**	**WIP**														
		a4	Corporate Procurement Srategy		**ERA**	**WIP**														
13	**Data Quality Development & Improvement**																			
	a	Champion data quality action plan			**ERA**	**TBS**														
	b	Monitor progress			**ALL**	**TBS**														

Key tasks & deliverables				Meetings schedule		March 07	April 07	May 07	June 07	July 07	Aug 07	Sept 07	Oct 07	Nov 07	Dec 07	Jan 08	Feb 08	March 08	April 08
				Lead	Status		Financial year 07/08												
Transparency & decision making																			
14	**Strategic decision making & reporting (cont)**																		
	b	Capital & Asset Management																	
		b1	Project mgt arrgts for asset/land disposals	**NH/TW**	**TBS**														
		b2	Reporting capital receipts risk assessments	**NH/TW**	**TBS**														
	c	Service & performance reporting																	
		c1	Objectives & target setting	**SW**	**TBS**														
		c2	Client responsibilities for DSO reporting	**SW**	**TBS**														
	d	Member Champions																	
		d1	Develop active champion role	**ALL**	**TBS**														
	e	Scrutiny																	
		e1	Review scrutiny function	**SH/DS**	**WIP**														
		e2	Draft proposals for revising function as part of 9 above	**SH**	**TBS**														
		e3	Implement new arrangements	**SH**	**TTB**														
	f	Risk Management arrangements																	
		f1	Roll-out MAGIGUE system to all users	**DW**	**TBS**														
		f2	Devise and deliver annual training programme/key events	**DW**	**PLAN**														
			for all Members (Member induction programme)																
		f3	Devise and deliver annual staff training programme	**DW**	**TBS**														
		f4	Review roll out and compliance	**DW**	**TBS**														
Ethical working practices & standards																			
15	**Role of the Standards Committee**																		
	a	Report to OGG on 'ethical audit' outcomes		**SH**	**PLAN**														
	b	Prepare action plan following ethical audit for OGG		**SH**	**PLAN**														
	c	Declarations of interest - post election		**SH**	**TBS**														
16	**Codes of Conduct**																		
	a	Officer Code of Conduct																	
		a1	Prepare interim local Code in advance of national Code	**HR/SH**	**TBS**														
	b	Members Code of Conduct																	
		b1	New Members & post-election induction arrgts	**SH/DS**	**PLAN**														
17	**Other management arrangements**																		
	a	Fraud & Corruption																	
		a1	Review impact of 2006/07	**MT**	**TBS**														
			Counter Fraud Awareness campaigns																
	b	Use of Resources CPA KLOE																	
		b1	Review 2006 assessment requirements & report CMT	**ERA**	**Done**														
			and the Executive																
		b2	Co-ordinate 2007 assessment and return	**ERA/RB**	**TBS**														
		b3	DA audit process	**ERA**	**TBS**														