Key tasks & deliverables	Meeting		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	Done																
	ALL	Done																
2 Communications & awareness work		_																
a Report to CMT on 06/07 outturn and 07/08 work programme	ERA	Done																
b Stakeholder awareness & information sessions																		
b1 CLG event	ERA	Done																
b2 Council Members	011	D																
I Leader	SW	Done																
ii i siidaa araaps	SW	0/S																
iii Standards Committee iv Audit & Governance Committee	SH ERA	Done	-															
v SMC	SH	Done O/S	-															
		0/S 0/S																
vi Members induction programme b3 Intranet site	SH	0/S 0/S																
b4 News & Jobs feature	DM	0/S 0/S																
	DIVI	0/3																
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	Done																
ii prepare 06/07 action plan	MT	Done																
a2 Outstanding DA actions for follow up																		
I schedule as part of 07/08 AAL Action Plan	ERA	Done																
ii report back to CMT/GG	ERA	Done																
iii report to A&G for monitoring and action	ERA	Done																
a3 Outstanding IA actions for follow up																		
I regular in-year monitor to OGG	RS	Done																
ii regular in-year monitor to A&G	RS	Done																
a4 Registers of Interest																		
I Review of Directorate arrangements	MT/KG	Done																
ii Members Induction Programme	SH	0/S																
iii compliance audit	MT	Done																
a5 Issues arising from the annual review of B&W																1		
I incorporate into IA follow up programme	MT	Done	-															
ii schedule CPT support to key areas	DW	Done																
iii maintain WP files & register	RS	Done																
iv 2007/08 report to OGG	RS	Done										1		1				
v 2007/08 report to A&G	RS	Done																

Key tasks & deliverables	Meeting	Meeting schedule			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	O/S	-														
and A&G Members	10	0/3	-														
b2 Undertake regular monitoring routine	PS	O/S															
b3 Monitoring report to S151 Officer	PS	0/5															
b4 Exceptions eport to A&G (if necessary)	PS	0/5															
b5 Implement robust quality assurance routines	PS/JL	O/S															
as part of annual closedown & accounts preparation																	
b6 Improvements to final accounts working papers	PS/JL	O/S															
to be implemented as agreed with DA																	
b7 Prepare annual report	PS	Done															
c Partnership arrangements																	
c1 Prepare guidance note on expected standards for	ST	O/S															
financial reporting & governance arrangements																	
d Whistle-blowing policy																	
d1 Complete review and report to Members	СТ	Done															
d2 Re-launch of new policy to all staff	СТ	Done															
e Managing compliance & embedding the control framework			_														
e1 Review requirements & current arrgts	ALL/HR	O/S															
e2 Report back to CMT on required development	ERA	Done															
5 Forward planning & mgt 2006/07 onwards																	
a Intergated audit & reporting arrgts																	
a1 Planning																	
I DA annual plan	ERA	Done															
ii IA annual plan	MT	Done															
a2 Delivery & reporting																	
I Officer client monitoring DA plan	ERA	Done															
a3 Reporting																	
I Annual report of the CIA to A&G	ERA	Done															
ii Client monitoring on DA plan to A&G	ERA	Done															
iii IAS monitroing report to A&G	MT	Done															
Legality & regulation																	
6 Stewardship responsibilities of the S151 Officer & MO																	
a Exception reporting to A&G (if necessary)	SW	N/R															
b Exception reporting to Standards (if necessary)	SH	N/R															
7 Money Laundering																	
		0/0															
a Complete implementation of 06/07 action plan	SH	O/S										-					
b Progress report to OGG	SH	Done O/C										1					
c Exception and/or year end report to A&G (if necessary)	SH	O/S										-					

Key	Key tasks & deliverables		Meetings schedule		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						
Lega	lity & regulation																
8 Info	ormation governance																-
а	OGG to review policy framework, arrangements & compliance	RB	Done														1
	sparency & decision making																
IIaii	sparency & decision making			-													
9 The	Review of the Constitution																
а	Complete post-implementation review & report to OGG	ALL	Done														
	a1 HR procedure rules (see also 10 below)	JS	WIP														
	a2 Review of the ECP	RG	WIP														
	a3 Officers Code of Conduct	SH	WIP														
	a4 Revisions to Fin Regs																
	I addendum: procurement parnership contracts	ERA	WIP														
	ii review: Part 5 Partnership & 3rd party working	ERA	WIP														
	a5 Review of Scrutiny	SH/DS	WIP														
b	Report to Council	SH	WIP														4
10 HR	rules of procedure & scheme of delegation																
а	Review and update further to 9a above	СТ	Done														
b	Associated policy development	СТ	WIP														
С	Roll out, implementation and training	СТ	O/S														
11 A	lit & Governance Committee																
a a	Rehearse TOR, role & remit with new Members	ERA	Done														
b	Prepare annual training programme	ERA	O/S														
С	Undertake stakeholder survey: role & effectiveness	ERA	0/S 0/S						+								
d	Schedule all Member workshop on the role of A&G	ERA	0/S													+	
		EII/A	0,0														
	ategic decision making & reporting																
а	Competition framework	— ——							 								
	a1 Competition policy	ERA	Done						 								
\vdash	a2 Competition Handbook (Rollo Review/Thin Client)	ERA	0/S						1								-
	a3 Strategic Procurement Programme - monitoring arrgts	DW	Done						1							1	
\vdash	a4 Corporate Procurement Srategy	ERA	Done		-				1								-
13 Dat	a Quality Development & Improvement																
а	Champion data quality action plan	ERA	Done														
b	Monitor progress	ALL	O/S														

Key tasks & deliverables			ks & 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						
Tre	Transparency & decision making																		
116	1113	μαι	ency & decision making																
14	Strat	egic	decision making & reporting (cont)																
ı)	Capit	tal & Asset Management																
			Project mgt arrgts for asset/land disposals	NH/TW	Done														
			Reporting capital receipts risk assessments	NH/TW	Done														
(;	Servi	ice & performance reporting																
			Objectives & target setting	SW	O/S														
			Client responsibilities for DSO reporting	SW	O/S														
(ber Champions																
			Develop active champion role	ALL	Done														
		Scrut																	
			Review scrutiny function	SH/DS	O/S														
			Draft proposals for revising function as part of 9 above	SH	O/S														
	_		Implement new arrangements	SH	O/S														
			Management arrangements									<u> </u>							
			Roll-out MAGIGUE system to all users	DW	PEND		Subject to	fudning fro	m continge	ncy in 08/09	following I	TD Board r	ejection of b	oid applicati	on for supp	ort funding			
			Devise and deliver annual training programme/key events	DW	Done														
			for all Members (Member induction programme)		_		_												
			Devise and deliver annual staff training programme	DW	Done		_												
		f4	Review roll out and compliance	DW	Done		_												
Eth	iica	al w	orking practices & standards																
15	Role	of th	ne Standards Committee																
i	ì	Repo	ort to OGG on 'ethical audit' outcomes	SH	Done														
ı)	Prepa	are action plan following ethical audit for OGG	SH	O/S														
(arations of interest - post election	SH	Done														
16	Code	es of	Conduct	<u> </u>								1							
10			er Code of Conduct																
H			Prepare interim local Code in advance of national Code	HR/SH	Done							1							
			bers Code of Conduct																
H			New Members & post-election induction arrgts	SH/DS	Done														
			nagement arrangements																
ě			d & Corruption		D.														
\vdash			Review impact of 2006/07	MT	Done														
Н			Counter Fraud Awareness campaigns of Resources CPA KLOE									1							
			Review 2006 assessment requirements & report CMT	ERA	Done							1	1		1				
\vdash			and the Executive	ENA	Done							1	1		1				
\vdash			Co-ordinate 2007 assessment and return	ERA/RB	Done							1	1		1				
\vdash			DA audit process	ERA/RB	Done							1							
\vdash		υυ	DA dudit process	LNA	Dolle		-						-	1	-	1		1	