																	_		Ann	ex C	
Key tasks & deliverables	Meeting		Sept 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	August 06	Sept 06	Oct 06	Nov 06	Dec 06	Jan 07	Feb 07	Mar 07
	Lead	Status	Financial year 05/06							Financial year 05/06											
Group set up & operations																					
1 Specification, role & remit				J	1	1	l		J		1	1	1	J	l	1		J	l		1
a Agree management arrangements b Submit scoping report for consideration & approval by CMT c Associate members initial awareness & work d planning sessions (scope & process) d1 Associate members of the group	SW ERA ALL	Done Done Done					I														
d2 District Audit	ALL	Done																			
e Draft forward work programme for 06/07 & consult	ERA	Done																			
2 Initial communications & awareness work a Stakeholder awareness & information sessions																					
a1 District Audit & membership group	ERA	Done		T																	_
a2 CLG	All	O/S												ı							
a3 Council Members																					
I Leader	SW	O/S																			
ii Political Groups	SW	O/S										-									-
	SH ERA SH	WIP Done WIP														1					
a4 Staff	KG	O/S																			1
a5 Unison	KG	O/S																			
Internal control environment																					
3 Known control issues 2005/06																					-
a Document review	1																				1
a1 Issues arising from the SIC																					1
I review schedule & report back to GG	MT	Done																			
ii recommendations for remedial action	SW	Done																			
a2 Outstanding DA actions for follow up (to schedule)																					
I schedule (draft AAL Action Plan)	ERA	Done								_											
ii report back to CMT/GG	ERA	Done											1								
iii report to A&G for monitoring and action a3 Outstanding IA actions for follow up	ERA	Done																			
I schedule (report of the CIA)	ERA	Done																			
ii report back to GG	ERA	Done																			
iii report to A&G for monitoring and action	ERA	Done																			
a4 Registers of Interest																					
I Staff	KG	O/S																			1
ii Members	SH	Done			1																1
a5 Issues arising from the annual review of B&W I incorporate into IA follow up programme ii schedule CPT support to key areas	MT MG	Done Done																			
iii maintain WP files	RS	Done																			
iv timetable 2006/07 work & report	RS	Done	*			Ī															

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Key tasks & deliverables	Meeting		Sept 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	August 06	Sept 06	Oct 06	Nov 06	Dec 06	Jan 06	Feb 06	Mar 06
	Lead	Lead Status Financial year 05/06 Financial year 06/07																			
Internal control environment																					
4 Known control issues 2005/06 (cont)																					
b Document review																					
b1 Review relevant protocols (Constitution Review)																					
I Report writing protocol	SH	Done																			
ii Members Code of Conduct	SH	Done																			
iii Protocol on Officer/Member Relations	SH	Done																			
iv Protocol on Publicity & the Media	MB	Done																			
v Protocol on Access to Information	SH	Done																			
vi Electronic Communications Policy	RG	Done																			
vii Protocol on Whistleblowing	KG	Done																			
viii Protocol on Councillor Working Groups	SH	Done																			
ix Officers Code of Conduct	SH	O/S								(awaiting	ODPM s	tandard)									
5 Forward planning & mgt 2006/07 onwards																					
a Intergated audit & reporting arrgts																					
a1 Planning																					
I DA annual plan	ERA	Done																			
ii IA annual plan	ERA	Done																			
a2 Delivery																					
I Monitoring & progress reporting	ERA	On-going																			
a3 Reporting						ļ															
I Members (see 7 below)	ERA	Done																			
ii CIA report to S151 Officer/A&G	ERA	Done		1	ī	I								1	ī	I		I	1		
Legality & regulation																					
6 Stewardship responsibilities of the S151 Officer & MO																					
a S151 functions & powers to intervene	SW	Done																			
b Monitoring Officer functions & powers to intervene	SH	Done																			
c Roll out, implementation and training (with item 5 above)	ALL	O/S																			
7 Money Laundering																					
a Establish arrangements for dealing with new legislation	ERA	Done																			
b Report to OGG	МТ	Done																			
c Report to A&G	MT	WIP	(due at A	A&G on 4/	10/2006)																
8 Data protection & FOI																					
a OGG to review policy framework, arrangements & compliance	RB	O/S	(not yet o	due)																	
and the second present of the second present		3,0	,, , , , ,	/										 							

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Key tasks & deliverables	Meetings		Sept 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	August 06	Sept 06	Oct 06	Nov 06	Dec 06	Jan 07	Feb 07	March 07
	Lead	Status		ı	Finai	ncial year	05/06		1			1		F	inancial	year 06/	07				
Transparency & decision making																					+
																					1
9 The Review of the Constitution	SH/ERA	Done												1							
a See separate project plan (reported to CMT 19/10/05)	SH/ERA	O/S					I														
b Post review - roll out, implementation and training arrgts c Post-implementation review of new arrangements (report to FC)	SH	0/S 0/S	(not yet	dua)												ſ					
	3fi	0/3	(not yet	due)																	
10 HR rules of procedure & scheme of delegation																					
a Drafting for Constitution		_		1									1	1					1		
a1 limits for honoraria & responsibility payments	KG	Done																			
a2 progression within grade	KG	Done																			
a3 pay in lieu of notice	KG KG	Done																			
a4 pay on appointment a5 re-grades	KG	Done Done																			
as re-grades a6 creating & deleting estblishment posts	KG	Done																			
a7 intergrated disciplinary procedures (fraud/police referrals)	KG/MT	O/S		1	1							I	Ι	1	l	Ī		l	1		I
b Incorporation of procedures within Constitution	KG	Done					ı					1	1	1							
c Associated policy development	KG	WIP				1						1		1	<u> </u>	1			l		1
d Report back to OGG	KG	O/S																			1
e Roll out, implementation and training	KG	O/S																			
11 Audit & Governance Committee																					
a briefing note on requirements to Constitution Board	ERA	Done		1	1			1	1		1	1	1	1	l	1		l	1		
b establish terms of reference, role & remit	ERA	Done				1															
b1 working arrangements & fit with CR	ERA	Done																			
b2 Member appointments	FC	Done																			
b3 DA role & representation	ERA	Done																			
b4 Other Committee links/relationships	ERA	Done																			
b5 Lead Officer role & admin support	ERA	Done																			
c fit with CR development	ERA	Done																			
d Roll out, implementation and training (with item 5 above)	ERA	O/S											_								
12 Strategic decision making & reporting																					1
a Competition framework																					
a1 Competition policy	SW/ERA	WIP																			
a2 Competition Handbook (Rollo Review/Thin Client)	SW/ERA	WIP																			
a3 Strategic Procurement Plan	SW/ERA	WIP																			
a4 Corporate Procurement Srategy	MG	O/S																			
b Financial Health																					
b1 Establish arrgts to formally report on key systems	SW/PS	O/S																			
& targets to S151 & Members																					
b2 CIA report to S151 Officer (see item 4 above)	ERA	Done																			

																			Ann	ex C	
Key tasks & deliverables	Meetings	schedule	Sept 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	August 06	Sept 06	Oct 06	Nov 06	Dec 06	Jan 07	Feb 07	March 07
	Lead	Status	Financial year 05/06							Financial year 06/07											
Transparency & decision making																					
13 Strategic decision making & reporting (cont)																					
c Capital & Asset Management																					
c1 Review CRAM accounting & reporting arrgts	NH/TW	Done																			
c2 Project mgt arrgts for asset/land disposals	NH	WIP																			
c3 Reporting capital receipts risk assessments	NH	WIP																			
d Relevant working protocols (as per CR)																					
d1 Report writing protocol (see item 3 above)	DS	Done																			
I Inclusion of Risk Assessments	DW	Done																			
ii Inclusion of legal advice sought/considered	SH	Done																			
c Service & performance reporting																					1
c1 Objectives & target setting	sw	O/S																			
c2 Client responsibilities for DSO reporting	sw	O/S																			
d Member Champions																					
d1 Draft standard role & remit document	sw	Done										•			,		•		•		
d2 Establish Risk Mgt Champion (new)	sw	Done																			
e Scrutiny																					
e1 Review scrutiny function	SH	Done																			
e2 Draft proposals for revising function as part of CR	SH	Done																			
e3 Implement new arrangements (subject to outcomes of CR)	SH	Done																			
f Risk Management arrangements																					
f1 Implement new system	DW	Done																			
f2 Review formal monitoring and reporting arrgts	DW	Done																			
f3 Devise and deliver Member training programme/key events	DW	WIP																			
f4 Devise and deliver staff training programme	DW	WIP																			
f5 Review roll out and compliance	DW	O/S																		ı	T
Ethical working practices & standards																					
14 Role of the Standards Committee																					
a Appoint new Chair	SH	WIP	(Chair to	be appoi	inted by Fu	ıll Council	on 6 Octo	ber 2006)		1										
b Report to OGG on 'ethical audit' proposals	SH	WIP			Standards				,		1										
c Arrangements for local investigations	SH	Done	i e								1	1	'				'	1	1	'	1
d Member/Officer relations protocol	SH	Done																			
e Member Code of Conduct	SH	Done																			
f Declarations of Members interests	SH	Done																			
15 Other management arrangements		1																			
a Fraud & Corruption																					
a1 Fraud action plan & prosecution policy	MT	Done																			
a2 Counter Fraud Awareness campaigns (Phase 1) b Use of Resources CPA KLOE	MT	Done																			
b1 Review 2006 assessment requirements	ERA	Done																			
				1															1		1
b2 Co-ordinate assessment and return b3 DA audit process	ERA ERA	Done WIP												ı							