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			Finar	icial year	05/06				1			ı	Financial	year 05/0	6				
Group set up & operations		- Claids																			
				<u> </u>		<u> </u>	<b>+</b>					<b>-</b>	<b>-</b>	<u> </u>							
1 Specification, role & remit	0147	D																			
a Agree management arrangements b Submit scoping report for consideration & approval by CMT	SW ERA	Done Done																			
c Associate members initial awareness & work	LNA	Done																			
d planning sessions (scope & process)																					
d1 Associate members of the group	ALL	Done																			
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							<u>'</u>							l		l .			
a2 CLG	All	O/S																			
a3 Council Members																					
I Leader	SW	O/S																			
ii Political Groups	SW	O/S																			
iii Standards Committee	SH/ERA	Done																			
iv Audit & Governance Committee	ERA	Done			1				1						,	ı	ı				
v SMC	SH	O/S																			
a4 Staff a5 Unison	KG KG	0/S 0/S											-								
as Unison	NG	0/5																			
Internal control environment																					
3 Known control issues 2005/06																					
a Document review																					
a1 Issues arising from the SIC																					
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 ERA	Done																			
iii report to A&G for monitoring and action a3 Outstanding IA actions for follow up	ENA	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																					
	KG	O/S																			
ii Members	SH	Done																			
a5 Issues arising from the annual review of B&W																					
I incorporate into IA follow up programme	MT	Done																			
ii schedule CPT support to key areas	MG	Done																			
iii maintain WP files	RS	Done																			
iv timetable 2006/07 work & report	RS	Done							ı							ı		ı			

Key tasks & deliverables	Meeting 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 06	Feb 06	Mar 06
	Lead	Status		Financial year 05/06										F	inancial	year 06/0	7				
Internal control environment																					
4 Known control issues 2005/06 (cont)																					
b Document review b1 Review relevant protocols (Constitution Review) I Report writing protocol ii Members Code of Conduct iii Protocol on Officer/Member Relations iv Protocol on Publicity & the Media v Protocol on Access to Information vi Electronic Communications Policy vii Protocol on Whistleblowing viii Protocol on Councillor Working Groups ix Officers Code of Conduct  5 Forward planning & mgt 2006/07 onwards a Intergated audit & reporting arrgts a1 Planning I DA annual plan	SH SH SH MB SH RG KG SH SH	Done Done Done Done Done Done Done Done								(awaiting	g ODPM st	andard)									
ii IA annual plan a2 Delivery I Monitoring & progress reporting a3 Reporting I Members (see 7 below) ii CIA report to S151 Officer/A&G	ERA ERA ERA ERA	On-going  Done Done																			
Legality & regulation																					
6 Stewardship responsibilities of the S151 Officer & MO a S151 functions & powers to intervene b Monitoring Officer functions & powers to intervene c Roll out, implementation and training (with item 5 above)  7 Money Laundering a Establish arrangements for dealing with new legislation b Report to OGG c Report to A&G	SW SH ALL ERA MT MT	Done Done Done Done Done Done																			
8 Data protection & FOI																					
a OGG to review policy framework, arrangements & compliance	RB	O/S	(deferred	to 07/08,	non-critic	al action	in 06/07)														

Key tasks & deliverables		Meetings schedule		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																						
9 The Review of the Constitution																						
a See separate project plan (reported to CMT 19/10/05)	SH/ERA	Done									•											
b Post review - roll out, implementation and training arrgts	SH/ERA	Done																				
c Post-implementation review of new arrangements (report to FC)	SH	WIP																				
10 HR rules of procedure & scheme of delegation																						
a Drafting for Constitution					•	<b>'</b>					1	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	Done																				
a4 pay on appointment	KG	Done																				
a5 re-grades	KG	Done																				
a6 creating & deleting estblishment posts	KG	Done		1	ı							l I	ı	1	ı	1	1	ı				
a7 intergrated disciplinary procedures (fraud/police referrals)	KG/MT	O/S		l																		
b Incorporation of procedures within Constitution c Associated policy development	KG KG	Done WIP		1								I				I						
c Associated policy development d Report back to OGG	KG	O/S																				
e Roll out, implementation and training	KG	0/S																				
		0,0											Г					Τ				
11 Audit & Governance Committee																						
a briefing note on requirements to Constitution Board b establish terms of reference, role & remit	ERA ERA	Done Done																				
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	Done																				
12 Strategic decision making & reporting																						
a Competition framework																						
a1 Competition policy	SW/ERA	WIP									·	1	1	1	'							
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	PS	O/S		ļ				ļ	ļ													
& targets to S151 & Members																						
b2 CIA report to S151 Officer (see item 4 above)	ERA	Done			1		ı					1	1		1	1		1				

				1	_	1		1	1	1			1		1		1				
Key tasks & deliverables	Meetings	Meetings schedule		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								T	1	7								
Transparency & decision making																					
13 Strategic decision making & reporting (cont)																				$\vdash$	
c Capital & Asset Management																					
c1 Review CRAM accounting & reporting arrgts	NH/TW	Done			1				1				1	1	1		1				
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																			
e Service & performance reporting																					
e1 Objectives & target setting	SW	O/S																			
e2 Client responsibilities for DSO reporting	SW	O/S																		L'	
f Member Champions																					
f1 Draft standard role & remit document	SW	Done																			
f2 Establish Risk Mgt Champion (new)	SW	Done																			
g Scrutiny																					
g1 Review scrutiny function	SH	Done																			
g2 Draft proposals for revising function as part of CR	SH	Done																			
g3 Implement new arrangements (subject to outcomes of CR)	SH	Done																			
h Risk Management arrangements	DW	D																			
h1 Implement new system	DW	Done Done																			
h2 Review formal monitoring and reporting arrgts h3 Devise and deliver Member training programme/key events	DW	Done																			
h4 Devise and deliver staff training programme	DW	Done																			
h5 Review roll out and compliance	DW	O/S			1			1	1												
		0,0																			
Ethical working practices & standards																				<u> </u>	
14 Role of the Standards Committee																					
a Appoint new Chair	SH	Done																			
b Report to OGG on 'ethical audit' proposals	SH	Done																			
c Arrangements for local investigations	SH	Done																			
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																					
a Fraud & Corruption																					
a1 Fraud action plan & prosecution policy	MT	Done																			
a2 Counter Fraud Awareness campaigns (Phase 1)	MT	Done																			
b Use of Resources CPA KLOE																					
b1 Review 2006 assessment requirements	ERA	Done																			
<ul><li>b2 Co-ordinate assessment and return</li><li>b3 DA audit process</li></ul>	ERA ERA	Done Done																			
DA dudit process	LITA	Done					1					1		1	1	L					