

Barnsley MBC – Annual Governance Statement - Action Plan (includes carry forward actions from 2019/20) – 1 June 2022

Governance Area	Issue Identified	Actions	Timescales	Responsible Officer	Current Status
Risk Management					
	Training and Support (AGS 2019/20)	Development of training materials with IT colleagues for inclusion on the POD system	31 st May 2022	Rob Winter / Alison Salt	Developed to inform the 2021/22 AGS
	Ensure the full implementation and use of the Risk Management System across the Council (AGS 2020/21)	Undertake a review of the risk management system with service users – identify any further areas for development and/or improvement to the system.	February/March 2022	Rob Winter/Alison Salt	Improvement actions identified and will be implemented by 31 st July 2022
	Development of the wider governance assurance process across the Council to integrate with the new Risk Management System (AGS 2020/21)	Develop a governance accountability and assurance framework.	31 st July 2022	Rob Winter/Alison Salt	In development.
Information Governance					
	POD Success Factors – learning and development (AGS 2019/20)	The tools available are very limited – e.g. POD and major resources required from IG/IS. To explore more robust technical methods of rolling out training e.g. POD replacement / Success Factors	November 2022	Sarah Moses	Timeline for Success Factors Phase 2 (learning and development) is now November 2022 and work is progressing to achieve this goal
	Use of memory sticks - There is the occasion whereby the use of memory sticks has been authorised on an individual basis, the users with access to use USB memory sticks is documented but not the physical memory sticks (AGS 2019/20)	IS currently reviewing options – e.g. blocking all USB drives for memory sticks or enforcing encryption on memory sticks.	On hold due to Covid-19	Sara Hydon	On hold due to Covid-19, until people return to the offices it would be difficult to co-ordinate without causing chaos to those using memory sticks

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Personal Development Reviews	Implementation of Success Factors (performance and goals) (AGS 2019/20)	Undertake a full review and rebrand of the performance appraisal process aligned to the new council plan / MTFS / Smart Working	November 2022	Amanda Glew / Lesley Glanville	To be picked up as part of roll out of Success Factors Phases 2 and 3 – completion date November 2022 with work progressing to achieve this date
		Implement Performance and Goals module within Success Factors which should address some of the technical / reporting issues being experienced with the Learning Pool solution	November 2022	Amanda Glew / Sarah Moses	As above
	Continue to review the compliance levels and quality of PDRs across the Council (AGS 2020/21)	Continue to develop service standards and KPI's with Business Units and ensure increased use of Power BU tools/reports as a routine part of business management	March 2022	Service Directors / Phil Quinn	Ongoing
Declarations of Interest	Improve compliance with completion of annual forms and their subsequent availability and use (AGS 2019/20)	Review of the process to ensure full compliance with the completion of the Declaration of Interests form and their subsequent availability and use	March 2022	Martin McCarthy/Rob Winter	Internal Audit at draft report stage.
	Review of the process to ensure the awareness of declarations made. (AGS 2020/21)	As above	As above	As above	As above
Safeguarding Awareness	Ensure wider Council is informed and aware of safeguarding matters (AGS 2019/20)	Principal Social Worker (PSW) is reviewing safeguarding processes within locality teams as part of the Better Lives Work Programme which will continue throughout 2022/23.	Currently in progress and ongoing	Julie Chapman	In late March 2022 partners from across the council, voluntary and community sector and health took part in a safeguarding adult's peer review (led by colleagues from the Local Government Association). The sessions

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					<p>helped to promote a better collective understanding and awareness of what works and what could be improved. An audit of safeguarding cases relating to self-neglect and hoarding has been completed with team managers in adult social care. A selection of the case studies examined (which were randomly selected) demonstrated strong partnership working with colleagues from social care, housing and fire and rescue. The safeguarding board manager and colleagues from across the Council have started planning for safeguarding awareness week. This will help to raise awareness of safeguarding amongst members of the public and people working alongside them. We have made changes to the Erica system to ensure that people who raise a safeguarding concern receive feedback more consistently.</p>
Partnership, Relationship and Collaboration Governance	Review the governance arrangements and reporting requirements for partnerships and collaborations (AGS 2019/20)	Undertake a baseline review of partnerships and reporting requirements	April 2022	Rob Winter	Review in progress involving discussions with officers to obtain good practice and learning/improvement areas to incorporate in the guidance.

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	Develop a defined governance framework with a corporate lead for partnerships and collaborations. (AGS 2020/21)	Develop guidance to support how the Council engages with third parties in various guises in the delivery of services and functions.	September 2022	Rob Winter	Guidance to be prepared following discussions with officers as above.
Fraud Awareness					
	Continue to work to improve staff awareness and the assessment of fraud risks (AGS 2020/21)	Develop a communication plan to ensure important messages and reminders to staff regarding fraud awareness. Review the fraud risk assessment process to undertake with BUs.	May 2022 May 2022	Rob Winter/Jo Race	In draft. In progress.
	Develop specific training to promote better general awareness (AGS 2020/21)	Review current and develop new general and role specific training regarding fraud awareness.	May 2022	Rob Winter/Jo Race	In progress
HR Recruitment Processes					
	Review processes to improve efficiency and effectiveness of recruitment processes - linked to Success Factors implementation (AGS 2020/21)	SMT requested recruitment review report	September 2022	Phil Quinn	Recruitment report presented to SMT on 15 February. Recommendations agreed which will be taken forward by the HR team. SF recruitment module implementation planned for over the summer. Action plan captured all recommendations, with progress reviewed monthly by Head of HR