

Appendix B Action Plan update

Action	Officer update
<p>1. Introduce new Member Induction programme from 2018. Consider including a session on media relations. Member training/ Charter to be considered by SIAS and recommendations taken forward [Democratic Services Manager].</p>	<p>Draft SIAS report on Member development issued and in the process of being finalised. Implementation of any proposals will be monitored through Action (20).</p>
<p>2. Implementation of Cabinet resolutions of 28 March 2017¹ on Data Protection/ Freedom of Information SIAS review recommendation. To review and potentially introduce new Member training e-learning system from June 2017 [Head of Revenues, Benefits & IT -HoRB & IT].</p>	<p>The new E-Learning system GROW Zone has been implemented, although it has taken longer to put into operation than expected. With GDPR coming into force in May 2018, it has been decided to wait for that new legislation and implement a new e-learning module for this. The Council has a suitable e-learning module and is currently working on adapting this for the Council's needs [<i>ongoing, carry forward to next Action Plan</i>].</p>
<p>3. Monitor Employee Annual Declaration returns as a KPI for 2017 [Corporate Human Resources Manager -CHRM / Learning & Development Officer]</p>	<p>As at 2.3.18, 43 remain outstanding for the last RPR period. As the RPR cycle starts again in April, this will be monitored on an ongoing basis thereafter, and this can become part of an operational review, rather than through the AGS Actions Plan process. Completed.</p>
<p>4. Executive Member for Policy, Transport and Green Issues to review Member leadership/ communicating shared values (sub-principle A1ii) as part of Corporate Plan review process [Chief Executive with Group Leaders in-put] Senior Policy Officer response.</p>	<p>The aim is developing new cultural shared values/challenges for Members (& employees): Challenge 1. Innovate, improve and think commercially (and never lose focus on daily service delivery and customer service); Challenge 2. Be goal focussed and be flexible to meet changing demands and circumstances; Challenge 3. Recruit and develop for effective leadership skills and value contributions at all levels and from everybody; Challenge 4. Face challenges bravely and honestly and be respectful to people; Challenge 5. Value well being and develop resilience and be performance focussed. Once these have been finalised then the aim will be for these to be incorporated as part of the Corporate Plan process for adoption by the Council as a whole. <i>[ongoing, carry forward to next Action Plan]</i>.</p>

¹ <http://web.north-herts.gov.uk/aksnherts/users/public/admin/kab12.pl?cmte=CAB&meet=103&arc=71>

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<p>5. Constitutional review to change sections 12 & 14 [MO].</p>	<p>These to be finalised post reorganisation consultation. [ongoing carry forward to next Action Plan with July 2018 deadline].</p>
<p>6. Delegated Decision Guidance under consideration in respect of delegated planning decisions [MO/ Deputy MO].</p> <p>7. Delegated Planning Decision report template being reviewed in the light of a number of court cases [Planning Control & Conservation Manager/ Planning Lawyer]</p>	<p>In terms of The Openness of Local Government Bodies Regulations 2014, and their application to delegated Planning Decisions, NHDC and the other Herts LPA's have discussed this matter and NHDC will write to the DCLG outlining concerns that some LPA's have and the proposed approach to dealing with the perceived conflict between the Regulations and the subsequent planning public register requirements under The Town and Country Planning (Development Management Procedure) (England) Order 2015. For the meantime the Council shall comply with the spirit of the Openness & Transparency Regulations in terms of inspection and making copies available upon request/ payment.</p> <p>Delegated planning decision template is being reviewed / updated.</p> <p>[ongoing, carry forward to next Action Plan].</p>
<p>8. Member Code of Conduct and declaration forms to be reviewed [MO].</p>	<p>New Code and Register of Interests forms approved on 23 November 2017 by Full Council for implementation 4 May 2018 post election Completed.</p>
<p>9. Monitoring anti-bribery e-learning/ alternative uptake for Members/ Employees all to undertake [DMO/ CHRM / Learning & Development Officer & SMT].</p>	<p>This was a one off e-learning requirement. Under the old system, for the Anti Bribery eLearning in December 2017 the figures were 277 complete, 5 in progress and 45 not started. On the new system there are 75 complete, 25 in progress and 231 not started (this includes all users on the GROW Zone including agency workers/temps – <i>although those who had previously undertaken this would not be required to do so once again.</i></p> <p>4 Members had undertaken this module under the old e-learning system. No members have completed it to date on the GROW Zone.</p> <p>Consider ways of encouraging Members to undertaking this type of training through any recommended Member development and / or compulsory training route.</p>

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<p>10. SAFS to roll out an e-learning anti-fraud training package for employees during 2017 [SAFS Manager]</p>	<p>SAFS has developed the e-learning module with the HCC Learning & Development Team. It has not been rolled out to the Partner Organisations yet. Our Learning & Development team are liaising with HCC Learning & Development on the best way to get this into GROW Zone e-learning. This applies to all the Partner Organisations and HCC Learning & Development has apologised for the delays, which they have indicated relates to changes in staffing and resources. [ongoing, carry forward to next Action Plan].</p>
<p>11. IIP assessment 2017 – review outcome by March 2018 [CHRM]</p>	<p>IIP report will be presented to SMT on 27 March 2018 [ongoing, carry forward to next Action Plan].</p>
<p>12. Contract Guides to be updated to consider reflecting appropriate ethical practices [Head of Finance, Performance & Asset Management - HoFPAM /Payment & Reconciliations Manager]</p>	<p>Version 1 of the Contract Management guide has been finalised and placed on the intranet for use by Managers. This is now subject to an annual review in line with the review of the Contract Procurement Rules. This year's review (1718) will include references to appropriate ethical practices as recommended; review taking place in March 2018 with updates to go through Contract Procurement Group Meeting 26 April 2018 [ongoing, carry forward to next Action Plan].</p>
<p>13. Corporate Equality Strategy to be uploaded on website (once approved) in 2017 [Senior Policy Officer]</p>	<p>Completed.</p>
<p>14. Job descriptions, delegations and organisational chart to be updated on website following reorganisation during 2017 [CHRM]</p>	<p>To be completed post reorganisation [ongoing & carry forward Action Plan 2017/18].</p>
<p>15. Financial Regulations to be reviewed 2017/18 following reorganisation/ Constitution redrafting [HoFP&AM]</p>	<p>Completed. Reviewed and approved by Full Council on 18 January 2018.</p>
<p>16. To consider ways to feedback results following consultation [Communications Manager]</p>	<p>Waiting for O&S to schedule a task & finish group on consultation [ongoing & carry forward Action Plan 2017/18].</p>
<p>17. Investigate the possibility of realistic and cost effective Social Value report/ Cumulative Analysis Action for 2017/18 [SMT]</p>	<p>To be discussed at Contract Procurement Group on 26 April 2018 [ongoing & carry forward Action Plan 2017/18].</p>
<p>18. Review O&S Committee once Central Government's national inquiry completed [SMT].</p>	<p>The Communities & Local Government Select Committee reported their findings on 16 January 2018. The report made a number of recommendations, some requiring guidance and legislation to be amended. The Council is in the</p>

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	<p>process of considering a peer review, and in the light of this and the CLG recommendations, this is to be carried forward for the next AGS Action Plan 2017/18 [ongoing & carry forward Action Plan 2017/18].</p>
<p>19. Preparation for General Data Protection Regulation 'GDPR' implementation by May 2018 [HoRB &IT]. Privacy Impact Assessments (PIA) forms/ prompt be part of the NHDC Project Management Framework/ checklist by September 2017 [HoFP&AM].</p>	<p>Privacy Impact Assessment (based on ICO format and similar to the new Data Protection Impact Assessment) scoping and full assessment is part of Project Management Framework [Completed].</p> <p>The project is proceeding and Data protection staff are working with service areas where there have been identified gaps in their ability to meet the new requirements. A new Privacy Statement is also being developed. Awareness training for employees and Members will be arranged for the end of March. It was originally intended to do this earlier but priority has been given to dealing with the gaps and it was felt that training in February may have been too early. An e-learning module has been obtained and is currently being adapted for our needs [ongoing & carry forward Action Plan 2017/18].</p>
<p>20. Implementation of any outstanding SIAS recommendations [HoFP&AM].</p>	<p>Outstanding SIAS recommendations (high and medium) are now reported on a quarterly basis to SMT and FAR. Each audit action is set up within Pentana Performance, assigned to Managers, with target dates for completion. All audit actions currently showing as "green" as at 6.3.18 [ongoing & carry forward Action Plan 2017/18].</p>