

Appendix A Action Plan update

Action	Officer update
<p>1a. Implementation of Cabinet resolutions of 28 March 2017¹ on Data Protection (DP)/ Freedom of Information SIAS review recommendation.</p> <p>1b. To review and potentially introduce new Member training e-learning system from June 2017 [Service Director – Customers</p>	<p>1a.</p> <ul style="list-style-type: none"> • Monthly reports are generated by the HR Learning & Development team for the Service Director - Customer and those officers who have not completed the on-line DP Training are contacted and reminded that they are required to complete the training. Service Directors are also updated. • The Service Director for Customers confirmed that that auto-forwarding was switched off on 26th June 2017. • 22 Members registered as Data Controllers with the ICO's Office <p>1b.</p> <ul style="list-style-type: none"> • E-learning training -No update available at this stage [<i>ongoing</i>].
<p>2. Executive member for Policy to review Member leadership/communicating shared values (sub-principle A1ii) as part of Corporate Plan review process (Chief Executive with Group Leaders' input)</p>	<p>The Deputy Chief Executive with the Learning & Development Manager are developing new cultural shared values for Members and staff. This follows on from an IIP highlighted a requirement to <i>“bringing greater clarity to organisational objectives and expected behaviours”</i> as a key element to the organisations development. [<i>ongoing</i>]</p>
<p>3. Constitutional review to change sections 12 & 14 [Monitoring Officer].</p>	<p>Constitution changes to reflect the changes in section 12 & 14 were approved under Delegated authority on 31 May to come into force for the new structure on 1 June. Subsequent changes were approved at Council on 18 July 2018) [COMPLETED].</p>
<p>4. Delegated Decision Guidance under consideration in respect of delegated planning decisions [Monitoring Officer/ Deputy Monitoring Officer]. Delegated Planning Decision report template being reviewed in the light of a number of court cases</p>	<p>Relevant planning officers have been advised that all delegated decisions are to be documented on an updated planning decision template, with hard copies of this and supporting documents supplied upon request. If this 2014 Regulations, exemption does not apply, then (with the exception of delegated Planning decisions which shall be uploaded on to the planning website page)'. The Guidance to Councillors and Officers has been updated and notified to staff. MHCLG has stated that there are no plans to amend existing legislation but is considering whether there is any guidance that could be given to assist local authorities. [Completed].</p>
<p>5. SAFS to roll out an e-learning anti-fraud training package for employees during 2017 [SAFS Manager]</p>	<p>SAFS reported at the March 2018 FAR meeting that all staff/members had implemented Anti Fraud Training events. SAFS have now provided an e-learning package that is more tailored to District Councils. This is now being reviewed to make sure that its consistent with all the Council's policies before being made available to all staff. SAFS officers are also available to provide general advice or guidance to officers on emerging fraud threats or those matters requiring an immediate response. [<i>ongoing</i>].</p>
<p>6. IIP assessment 2017 – review outcome by March 2018 [Corporate Human Resources Manager]</p>	<p>The organisation achieved accredited status under the new generation 6 standards in August last year which remains in place for a three year period. A revised review and action plan was produced by a new IIP assessor as a result of concerns about the quality and</p>

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

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	depth of the original IIP report [ongoing].
7. Contract Guides to be updated to consider reflecting appropriate ethical practices [Service Director - Resources /Payment & Reconciliations Manager]	Proposal to remove – please note report section 8.3
8. Job descriptions, delegations and organisational chart to be updated on website following reorganisation during 2017 [Corporate Human Resources Manager]	This work is ongoing. The Service Directors are all now all in place. Directorates are being realigned to new responsibilities and ensure resilience.[ongoing]
9. To consider ways to feedback results following consultation [Communications Manager]	In place of the proposed Task and Finish Group on Consultation, a member/officer group will consider the Consultation Strategy and the Citizens Panel and with a view to reporting back to the Overview and Scrutiny Committee once the work is completed. The Communications manager has completed an interim report of the communication strategy. This will be considered alongside the work of the group above. Awaiting outcome of the identified group and any final recommendations [ongoing].
10. Investigate the possibility of realistic and cost effective Social Value report/ Cumulative Analysis Action for 2017/18 [Senior Management Team]	This was discussed at Senior Management Group and this resulted in a number of examples where Social Value has been used and where there is potential for it to be used. Social Value will continue to be raised at an early stage of the procurement process as this is the best time to build it in. The examples of where it has been used will continue to be updated with new procurements. This will be reviewed by the Contract and Procurement Group on an annual basis to learn from good practice and to learn from any missed opportunities.[on-going]
11. Review O&S Committee once Central Government's national inquiry completed [Senior Management Team].	The report and government responses will be reviewed by the SMT/O&S officer and the recommendations will be applied where relevant following any updated Guidance and the LGA Peer review[ongoing].
12. Preparation for General Data Protection Regulation 'GDPR' implementation by May 2018; Development of new Privacy forms statements and additional training for members and staff [Service Director – Customers]	Preparation and actions for GDPR implementation complete. Privacy statements were in place for May 2018 deadline [complete] GDPR e learning training has been rolled out to staff and members – 91% of staff have completed/in progress of completion. 33% of members have completed/in progress of the e-learning module [ongoing]
13. Implementation of any outstanding SIAS recommendations [Service Director – Resources]	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, assigned to Managers and with target dates for completion. All audit actions currently showing as “green” as at 07/09/2018 [ongoing review of recommendations during 2018/19].
14. Establish an officer group to explore the implementation of the Gender Pay Gap Action report recommendations.	An officer lead group is considering the recommendations and considering the best practice guide from Government Equalities Office evidence based actions. [Complete].