

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 [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 (COMPLETED) <p>1b.</p> <ul style="list-style-type: none"> E-learning training -No update available at this stage [ongoing and carried forward to 2019/20].
<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 "bringing greater clarity to organisational objectives and expected behaviours" as a key element to the organisations development. [ongoing and carried forward to 2019/20]</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. With the 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]. See section 8.2 for update.</p>
<p>5. SAFS to roll out an e-learning anti-fraud training package for employees during 2017 [SAFS Manager]</p>	<p>SAFS e-learning is live on the Grow Zone (staff learning management system) and is being promoted to staff via the interactive screens [COMPLETED].</p>
<p>6. IIP assessment 2017 – review outcome by March 2018 [Corporate Human Resources Manager]</p>	<p>The organisation accredited status remains in place for a three year period. A revised IIP report was issued which addressed the concerns of the quality of the original IIP report. Accreditation will be considered in the future. [COMPLETED].</p>
<p>7. Job descriptions, delegations and organisational chart to be updated on website following reorganisation during 2017 [Corporate Human Resources Manager]</p>	<p>This work is ongoing. The Service Directors are all now all in place and the senior manager organisation. [COMPLETED]. Directorates are being realigned to new responsibilities and ensure resilience. [ongoing and carried forward to 2019/20]</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>8. To consider ways to feedback results following consultation [Communications Manager]</p>	<p>The Communications manager has completed an interim review of the communication strategy. The recommendations include refresh training for the Senior Manager group regarding the principles of the Consultation strategy; recruit new member for the Citizen's panel; take forward the introduction of new electronic bulletins and email to better engage residents; continue to seek examples of best practice in management of Citizens Panels. [ongoing carried forward to 2019/20]</p>
<p>9. Investigate the possibility of realistic and cost effective Social Value report/ Cumulative Analysis Action for 2017/18 [Senior Management Team]</p>	<p>After discussion at the Senior Management Group (SMG) 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. 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. [COMPLETED].</p>
<p>10. Review O&S Committee once Central Government's national inquiry completed [Senior Management Team].</p>	<p>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 (scheduled for 2019) [ongoing and carried forward to 2019/20].</p>
<p>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]</p>	<p>Preparation and actions for GDPR implementation complete. Privacy statements were in place for May 2018 deadline [COMPLETED] 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 carried forward to 2019/20].</p>
<p>13. Implementation of any outstanding SIAS recommendations [Service Director – Resources]</p>	<p>SIAS quarterly reports are provided to FAR, which include the implementation status of Critical and High priority recommendations. SMT reports include outstanding Critical and High priority SIAS recommendations. FAR members are provided with audit reports that inform all recommendations. Pentana actions are created for Critical and High priority SIAS recommendations. These are assigned to managers with target completion dates. All audit actions currently showing as "green" as at 05/03/2019 [COMPLETED]</p>
<p>14. Establish an officer group to explore the implementation of the Gender Pay Gap Action report recommendations.</p>	<p>An officer lead group is considering the recommendations and considering the best practice guide from Government Equalities Office evidence based actions. [COMPLETED].(see update within report)</p>