

Appendix B Action Plan update

Action	Officer update
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].	No update available at this stage [ongoing].
2. Implementation of Cabinet resolutions of 28 March 2017 ¹ 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]	The new E-Learning system is being implemented at this time. It is now proposed that with training required etc., it will be available from October 2017 [ongoing].
3. Monitor Employee Annual Declaration returns as a KPI for 2017 [Corporate Human Resources Manager -CHRM / Learning & Development Officer]	241/327 returned (73.7% return rate). A message will be put on the intranet, reminders to SMT, SMG, Insight staff briefing to ensure these are returned as soon as possible [ongoing].
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]	No update available at this stage [ongoing].
5. Constitutional review to change sections 12 & 14 [MO].	Review to be undertaken following appointment of Deputy Chief Executive and reorganisation [ongoing].
6. Delegated Decision Guidance under consideration in respect of delegated planning decisions [MO/ Deputy MO]. Delegated Planning Decision report template being reviewed in the light of a number of court cases [Planning Control & Conservation Manager/ Planning Lawyer]	Planning decision template has been reviewed. Employees have been informed and Council is in the process of liaising with other neighbouring authorities on an agreed approach prior to Delegated Decision Guidance being updated [ongoing].
7. Member Code of Conduct and declaration forms to be reviewed [MO].	Draft prepared and circulated to Group Leaders / Independent Persons and relevant officers on 8 August 2017. To follow up consultation with any appropriate revisions/ or address issues in report. Standards Committee October and Council November 2017. Publish and come into force on dated to be provisionally agreed [ongoing].
8. Monitoring anti-bribery e-learning/ alternative uptake for Members/ Employees all to undertake [DMO/ CHRM / Learning & Development Officer & SMT].	To be confirmed [ongoing]. This matter was held over from last AGS actions following the Full Council decision of 11 April 2017 "That all Members and employees undertake the Anti-Bribery e-learning module, as per the Shared Internal Auditor's (SIAS) report recommendation of November 2016." This was largely due to low Member take up. Current employees: 283 completed, 5 in progress, 47 not started. Members: 5 complete, 1 in progress and will be reviewed again in the light of responses 2 and 9.
9. SAFS to roll out an e-learning anti-fraud training package for employees during 2017 [SAFS Manager]	SAFS have a progress report to FAR Committee in September and have now developed and published an E-Learning package for employees dealing with fraud awareness, bribery and corruption and anti-money laundering. This package is currently being rolled to all SAFS Partners (through HR/Comms/IT) for local editing and then publishing to employee and Members. Anti-Bribery to be the same as the previous SAFS amended version [ongoing].

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

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10.IIP assessment 2017 – review outcome by March 2018 [CHRM]	Feedback from IIP will be reported to SMT [ongoing].
11.Contract Guides to be updated to consider reflecting appropriate ethical practices [Head of Finance, Performance & Asset Management - HoFPAM /Payment & Reconciliations Manager]	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 [ongoing].
12.Corporate Equality Strategy to be uploaded on website (once approved) in 2017 [Policy Officer]	The Policy Officer has completed the Strategy and this will be/ was presented to SMT for consideration on 12 September 2017. Once agreed the relevant website page will be updated and the Strategy uploaded [ongoing].
13.Job descriptions, delegations and organisational chart to be updated on website following reorganisation during 2017 [CHRM]	It will be completed after the Deputy Chief Executive has been recruited [ongoing].
14.Financial Regulations to be reviewed 2017/18 following reorganisation/ Constitution redrafting [HoFP&AM]	It will be completed after the Deputy Chief Executive has been recruited [ongoing].
15.To consider ways to feedback results following consultation [Communications Manager]	Awaiting outcome of O&S Task & finish group and any final recommendations [ongoing].
16.Investigate the possibility of realistic and cost effective Social Value report/ Cumulative Analysis Action for 2017/18 [SMT]	To be placed on the SMT tracker for review [ongoing].
17.Review O&S Committee once Central Government's national inquiry completed [SMT].	To be placed on the SMT tracker for review [ongoing].
18.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].	A full review of the data retained by the Council is being carried out at the moment and is due to be completed by the end of September. After that, the retention schedules will be reviewed, implementing the necessary changes, such as changing the Privacy Statement etc. and holding training and awareness sessions with staff and Members later in 2017. After the New Year we will be ensuring that each Service area is prepared for the new regime for May 2018. Privacy Impact Assessment scoping and full assessment part of Project Management Framework – so that part completed [ongoing].
19.Implementation of any outstanding SIAS recommendations [HoFP&AM].	Outstanding SIAS recommendations (high and medium) are now reported on a quarterly basis to SMT and FAR. Each audit action is set up within Covalent, assigned to Managers and with target dates for completion. All audit actions currently showing as "green" as at 05/09/2017 [ongoing review of recommendations during 2017/18].