Sevenoaks District Council Governance Action Plan 2012/13

	Governance Issue	Detailed Action	Lead Officer	Date	Comments
1	Significant Governance Issues As previously reported, there is an on- going regulatory inquiry into the fatal road traffic accident on 13th September	Management will continue to monitor developments regarding any further action	Chief Officer for Environmental	31/09/13	Action taken and timescale would largely depend on the outcome
	2010 involving one of the Council's road sweeping vehicles. The Police investigation has been concluded with no further action to be taken, but the matter is still being examined by the	from the HSE and the Council will implement any relevant proposals or remedial actions that may be recommended.	Services		of the HSE report.
	HSE.	Following the incident, the council had taken steps to review and strengthened its arrangements for Health and Safety. These arrangements are currently the subject of a review by the Council's internal audit team.		3/12/13	Any agreed recommendations arising from the internal audit review will be implemented speedily.
2	Issues Requiring Close Monitoring or Further Development				
	The following areas although not considered as "significant issues" of concerns have been identified as areas requiring close monitoring or further development within the scope of the Governance Statement:				

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	Governance Issue	Detailed Action	Lead Officer	Date	Comments
2.1	New Senior Management Structure				
	The Council's new senior management structure fully comes into effect in September 2013.	An impact assessment of the changes will be carried out within a reasonable timescale, to determine the effect of the recent changes in delivering the Council's vision and priorities.	Chief Executive	January 2014	
2.2	New Governance Arrangements				
	The Council has adopted new governance arrangements from the beginning of the municipal year (2013-14). This will be subject to review during the year. Any changes will be considered and determined by full Council.	The arrangements will be reviewed by senior management during 2013-14 and any areas for further development identified will be taken to full Council prior to implementation	Chief Officer Legal and Governance	March 2014	
2.3	New Public Sector Internal Audit Standards				
	The Council is reviewing the implications of the mandatory elements within the new Public Sector Internal Audit Standards 2013 and how these could be implemented within the Council's governance and assurance framework.	The Practice Notes issued by CIPFA for the implementation of the new standards will be used to inform proposals to senior management and in consultation with the Chair of the Audit Committee. Proposals agreed by Senior Management, will be taken to	Audit, Risk and Anti-Fraud Manager	End of Sept 2013	

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	Governance Issue	Detailed Action	Lead Officer	Date	Comments
		the Audit Committee for their consideration and endorsement.			
2.4	<u>Revised Strategic Risk Management</u> <u>Framework</u>				
	The Council's revised strategic risk management framework would require senior management endorsement prior to full implementation.	The new strategic risk management framework would incorporate both the new Governance Framework and the new senior management structure. Proposals will be taken to the new senior management team after 2nd September 2013, when the new team is fully in place, for endorsement, prior to full implementation	Audit, Risk and Anti-Fraud Manager	End of Sept 2013	