

**Sevenoaks District Council  
Governance Action Plan 2013/14**

	<b>Governance Issue</b>	<b>Detailed Action</b>	<b>Lead Officer</b>	<b>Date</b>	<b>Comments</b>
1	<b>Significant Governance Issues</b>  There is an on-going regulatory inquiry into the fatal road traffic accident on 13th September 2010 involving one of the Council's road sweeping vehicles. The coroner's inquest determined the cause of death this being a road vehicle accident. Sympathy was extended to family members. The Council is continuing to assist the Health and Safety Executive with their investigations.	Management will continue to monitor and assist the HSE with their investigation and will implement any relevant recommendations arising from the investigation upon its conclusion.	Chief Officer for Environmental Services	Ongoing	Action taken and timescale will depend on the outcome of the HSE report and findings.
2	<b>Issues requiring close monitoring or further development</b>  The following areas although not considered as 'significant issues' of concern have been identified as areas requiring close monitoring or further development within the scope of the Governance Statement:				

2.1	<b>New Management Structure</b>  The Council's new senior management structure fully came 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 objectives.	Chief Executive	June 2014	An internal audit review of the new senior management structure is included in the annual internal audit plan for 2014/15 and is due to commence in the first quarter. The audit objectives and scope of the review will be discussed and agreed with the Chief Executive on 29 May 2014, prior to commencement.
2.2	<b>New Governance Arrangements</b>  The Council adopted new governance arrangements from the beginning of the 2013/14 municipal year.	The Governance Committee reviewed the new governance arrangements that were introduced at Annual Council in May 2013. Work was undertaken by the Governance Committee Working Group who reported to the Governance Committee throughout the municipal year and two member surveys were undertaken during that time. The Governance Committee then reported to Council in April 2014 and Council approved certain changes to improve the governance arrangements which were implemented on the 13 <sup>th</sup> May 2014 at Annual Council.	Chief Officer Legal & Governance	June 2014	An internal audit review of the new Governance Arrangements is included in the annual internal audit plan for 2014/15 and is due to commence in the first quarter. The audit objectives and scope of the review will be discussed and agreed with the Chief Executive on 29 May 2014, prior to commencement.

2.3	<b>New Public Sector Internal Audit Arrangements</b> <p>The Council has reviewed the implications of the mandatory elements within the new Public Sector Internal Audit Standards 2013 and how these could be effectively implemented within the Council's governance and assurance framework.</p>	<p>The Internal Audit Function has been assessed against the practice guidance notes issued by CIPFA in 2013. The function is found to be substantially compliant with the new standards. Areas for further development have been identified and proposals sent to management for their consideration. A report will be taken to the Audit Committee in June 2014 on the proposals for their consideration</p>	<p>Audit, Risk and Anti-Fraud Manager</p>	<p>June 2014</p>	<p>Action taken and timescale will depend on the management's response to the proposals and outcome of the June 2014 Audit Committee meeting and recommendations.</p>
2.4	<b>Revised Strategic Risk Management Framework</b> <p>The Council's revised strategic risk management framework required senior management endorsement prior to full implementation.</p>	<p>The revised risk management framework has now been considered by senior management. The revised risk management strategy has been approved by both the Cabinet and the Audit Committee. The refreshed strategic risk register will be sent to the Audit Committee for their consideration in June 2014.</p>	<p>Audit, Risk and Anti-Fraud Manager</p>	<p>June 2014</p>	<p>Action taken and timescale will depend on the outcome of the June 2014 Audit Committee meeting and recommendations.</p>