

1. Corporate Project Management Office (PMO) and Economic Development Programme: A 'one Council' approach is not yet in place and the governance framework around the Corporate PMO has been identified as needing strengthening.	
Action Already Taken	Planned Actions for 2018/19 and Progress as at 21 st November 2018 Governance and Assurance Board meeting
<ul style="list-style-type: none"> Corporate Project Management Office (PMO) has been in place since June 2017. Implementation of Council's programme management software (Execview) which provides visibility of key projects and programmes that are reviewed at LBH Directorate level and then at Senior Management level at the Transformation Management Board (TMB). Issues around red ragged projects and programmes are discussed at the TMB. SLT has determined and regularly reviews the projects and programmes they have uplifted into the programme dashboard so that leadership focus is directed at high impact programmes. Resource and governance responsibility rests with the relevant SROs. SLT received SRO training in 2017 and understands their responsibilities. Capacity to deliver the wide range of activity determined by the MTFP and strategic priorities is under constant review by SLT and new business cases for launch of projects and programmes has to include costed resource plans. Internal Audit review undertaken in 2017/18. 	<ul style="list-style-type: none"> Planned audit work built into 2018/19 Internal Audit plan – meeting on 10/09/18 with Julia Blow and Internal Audit to discuss the audits in the plan and how to progress these, timing etc. Recommendations from Project and Programme Governance Review have been followed up. The majority are underway and all are on target to be implemented by the assigned deadlines. <p>Currently on target for completion by March 2019.</p>
Lead Officer	Target Date for Completion
Jane West, Chief Operating Officer	March 2019

2. Financial Regulations: During the course of the year, inconsistencies between the financial regulations, scheme of delegation and wider constitution were identified. This particularly related to the write off of bad debts and who had approval to authorise these.	
Action Already Taken	Planned Actions for 2018/19 and Progress as at 21st November 2018 Governance and Assurance Board meeting
<ul style="list-style-type: none"> • The constitution was updated by the Legal Services team which clarified the roles and responsibilities at a portfolio level. • The authorisation of the write off of debts and approval of income and expenditure was clarified based on the current financial regulations. • It was confirmed that the financial regulations and scheme of delegation needed to be updated in 2018/19 to ensure they were more streamlined and easier for Officers to navigate. 	<ul style="list-style-type: none"> • The financial regulations and associated scheme of delegation will be reviewed and amendments identified and pursued through full Council. Julie Oldale and Kathryn Robinson to meet in Jan' 2019 to go through remaining outstanding items on financial regulations. • Once updated to go to SLT for review and then to Governance Committee for approval. <p>Currently on target for completion by March 2019.</p>
Lead Officer	Target Date for Completion
Julie Oldale, Head of Finance, Finance and Strategy, oneSource Kathryn Robinson, Deputy Director Legal Services, Legal & Governance	March 2019

<p>3. Delivery of a balanced budget: The Council was able to set a balanced budget for the 2018/19 financial year. As set out in the report to Council there continues to be continued pressures over the medium term to the Council due to increased service demand and pressures while available resources are reducing. The report specifically highlights pressures for both Children Services and Homelessness services, which amount to £3.304m. The continued financial landscape for the Council isn't set to change over the medium term and will continue to present challenges to the Council in setting balanced budgets for 2019/20 and beyond.</p>	
Action Already Taken	Planned Actions for 2018/19 and Progress as at 21 st November 2018 Governance and Assurance Board meeting
<ul style="list-style-type: none"> At the end of 2017/18 the Council was able to achieve a balance budget for 2018/19. Service mitigation plans were put in place where services were not able to operate within their delegated budgets and for both Children Services and Homelessness these are in place and being monitored by the Council's senior leadership team. The Medium Term Financial Strategy, sets out the Council's financial forecast for the coming five years, aligned to the Corporate Plan, and will continue to monitor the anticipated levels of expenditure and income to the Council and the requirement for officers to identify efficiency opportunities. 	<ul style="list-style-type: none"> Officers will continue to report to the Senior Leadership Team on a monthly basis from period 2 – 12 the anticipated outturn for the financial year, which will identified medium term financial pressures and opportunities. This will subsequently be reported to Cabinet Members. The Medium Term Financial Strategy will continue to be updated and Cabinet will receive in September 2018 its mid year review. The Council is embarking on a wider transformation and modernisation programme which will support the delivery of efficiencies whilst improving outcomes to residents and delivering the Council's corporate plan. Officers will work with the new administration to ensure that the financial challenge is clearly understood and they work collaboratively to support officers in identifying new opportunities to reduce the financial pressures facing the Council. Funding for a benefits realisation post for 6 months has been requested. This post will sit between finance and the PMO. Report to cabinet due in December 2018 outlining current budget gaps. Further update due in February. <p>Currently on target for completion by March 2019.</p>
Lead Officer	Target Date for Completion
Jane West, Chief Operating Officer	March 2019

4. Information Governance – GDPR	
Action Already Taken	Planned Actions for 2018/19 and Progress as at 21st November 2018 Governance and Assurance Board meeting
<ul style="list-style-type: none"> Continuous implementation of GDPR and review of information flow. 	<ul style="list-style-type: none"> Review all data processes to agree information flow. Internal Audit in process of being scoped. To take place in quarter four. There is a risk register in place for GDPR with a target to clear all red risks by the end of March 2019. <p>Currently on target for completion by March 2019.</p>
Lead Officer	Target Date for Completion
Ian Gibbs, Head of ICT Governance, Technology & Innovation (oneSource)	March 2019