

<b>Significant Issue</b> action already taken & future planned action as at June 2011.	<b>Current Status</b> As at November 2011.	<b>CMT Lead</b>
1. Data Quality & Management Information <ul style="list-style-type: none"> <li>➤ Review of Performance Indicators reported to CMT and Members;</li> <li>➤ ICT Transformation programme work stream includes rationalisation of systems</li> <li>➤ Implementation of Oracle system as part of Internal Shared Service Programme.</li> <li>➤ Audit work to provide assurance.                             <ul style="list-style-type: none"> <li>○ Training on data quality for all officers compiling new PIs.</li> <li>○ Transformation programmes continue.</li> </ul> </li> </ul>	<p>Oracle dashboards have been launched, this includes HR and Budget information, data is updated nightly.</p> <p>Group training provided to all officers responsible for compiling PIs. 1:1 training is on-going where required.</p> <p>Work to align Key PIs within the organisation to external PIs (inc definition) where possible has commenced.</p> <p>A review of Government returns to compare data reported to that held and reported internally. Risks will be flagged to Heads of Service by Performance Officers. This risk to be considered as part of audits in service areas and specific audit of Data Quality later in year. Pro active assignment also to be completed.</p> <p>CLT working group on risk has been established – which will look at risk management processes regarding corporate / local risks/issues and how best to manage these.</p> <p>Work to assess IT systems and their fitness for business includes production of robust management information.</p>	<p>Group Director Finance &amp; Commerce</p> <p>Group Director Culture &amp; Community</p>

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<p>2. Information Governance</p> <ul style="list-style-type: none"> <li>➤ Officer Governance Group monitored work of Information Governance Group during 2010/11.</li> <li>➤ Action plan in place.</li> <li>➤ Awareness campaign and training.</li> <li>➤ Project on document classification in progress.</li> <li>➤ Audit work completed 2010/11.                             <ul style="list-style-type: none"> <li>○ Groups will continue to progress action plan and monitor outcomes.</li> <li>○ Widen network of officers promoting this by linking with Risk Management Group.</li> <li>○ Audit work planned for 2011/12.</li> </ul> </li> </ul>	<p>The Information Governance Group meetings are diarised throughout the year. The group reports to the Governance Group quarterly.</p> <p>Further progress towards electronic documents management.</p> <p>Training on GCSX and roll out of Egress (secure email) – training and e learning available.</p> <p>DPA training in SC&amp;L.</p> <p>There is an ‘open government’ project implemented by the Leader of the Council to look at transparency and communication of certain information as appropriate.</p> <p>CLT working group on risk has been established – which will look at risk management processes regarding corporate / local risks/issues and how best to manage these.</p>	<p>Assistant Chief Exec – Legal and Democratic Services.</p>

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<p>3. Project Management</p> <ul style="list-style-type: none"> <li>➤ Policies and Procedures are in place.</li> <li>➤ Audit work completed.</li> <li>➤ Lessons learned exercises undertaken.</li> <li>○ Risk Management awareness training for Officers.</li> <li>○ CMT to consider risk management paper which will determine how strengthened culture for managing risk can be achieved.</li> </ul>	<p>Transformation programme governance structures mean we have a central team overseeing the largest programmes and related projects within the organisation. These procedures include soft audit and lessons learned activity.</p> <p>All change within the organisation sits under the ‘transformation umbrella’ so it is controlled.</p> <p>Risk Management paper was considered by CMT and as a result a CLT working group on risk has been established. The objective of the group is to identify how more effective identification, understanding and communication of risk can be achieved the outcome of which would be more efficient and effective overall risk management.</p> <p>New competency framework being implemented for managers.</p>	<p>Group Director Finance &amp; Commerce</p>

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<p>4. Contracts and Supply Chain Resilience</p> <ul style="list-style-type: none"> <li>➤ Policies and Procedures are in place.</li> <li>➤ Training is available to Officers.</li> <li>➤ Contracts register is held.</li> <li>➤ Review of contracts following objection to accounts.                             <ul style="list-style-type: none"> <li>○ Audit work planned 2011/12.</li> </ul> </li> </ul>	<p>ISS brings increased visibility to expenditure coding.</p> <p>Resilience of Business Systems increased.</p> <p>First audit work is completed and report issued. Findings identify that risks are well managed where policies, procedures and rules and complied with.</p> <p>Previous audit work has flagged there are bigger risks around off contract spend and strength of detective controls in this area as management information is currently short in supply but will be more available in future.</p> <p>This risk area is a corporate risk so monitored via that process also.</p> <p>A review of SC&amp;L contracts is planned. A procurement group is being established.</p> <p>Risk awareness increased and lessons learned from Southern Cross failure.</p>	<p>Group Director Finance &amp; Commerce.</p>