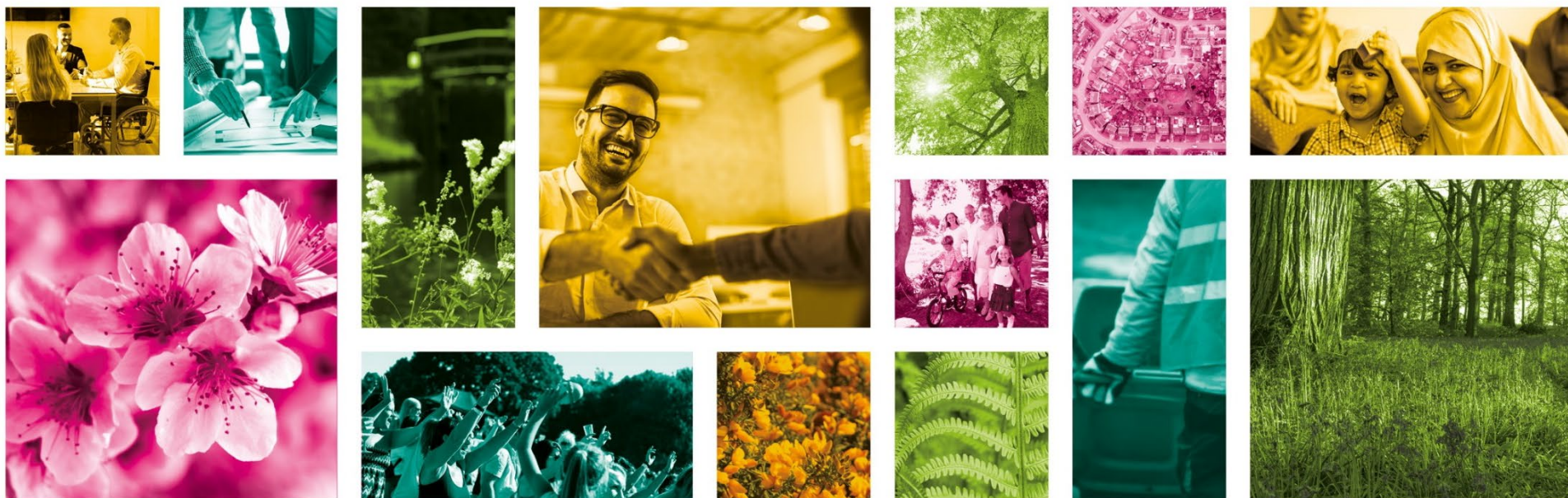




# LGA CORPORATE PEER CHALLENGE – ACTION PLAN



# Action Plan

No	LGA Recommendations	Actions	Responsible Officer	Executive Portfolio	Target dates
Ia	A financially sustainable budget to be developed; including scenario planning for regeneration options	Implement Base Budget Review 2023/24 savings.	Bob Watson	Performance & Finance	March 2024
Ib	A financially sustainable budget to be developed; including scenario planning for regeneration options	Agree savings at another Base Budget Review in 2024/25.	Bob Watson	Performance & Finance	July 2024
Ic	A financially sustainable budget to be developed; including scenario planning for regeneration options	Agree new MTFS February 2024 which will include scenario planning.	Bob Watson	Performance & Finance	February 2024



No	LGA Recommendations	Actions	Responsible Officer	Executive Portfolio	Target dates
1d	A financially sustainable budget to be developed; including scenario planning for regeneration options	Ensure all financial planning aligns with the Council's new Corporate Strategy, Annual Plan and long term vision and plans for the Town Centre's growth and improvement – report to Property & Regeneration Working Group.	Bob Watson/Martin Breeden/Sally Kipping	Performance & Finance	March 2024
2a	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	Publish new Annual Governance Statement and a short briefing paper setting out the additional steps to be taken to strengthen governance arrangements.	Sarah Bainbridge / Sally Kipping / Bob Watson / Gavin Ramtohal	Leader / Performance & Finance	January 2024
2b	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	<ul style="list-style-type: none"> <li>• Project Management, including:               <ul style="list-style-type: none"> <li>– Project Management Principles</li> <li>– PM Toolkit</li> <li>– Training requirements</li> <li>– Governance &amp; reporting</li> <li>– List of key projects</li> </ul> </li> </ul>	Sarah Bainbridge	Leader / Performance & Finance	January 2024



No	LGA Recommendations	Actions	Responsible Officer	Executive Portfolio	Target dates
2c	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	<ul style="list-style-type: none"> <li>• Risk Management, including:               <ul style="list-style-type: none"> <li>- Service-level risk registers to sit under the agreed Risk Management Strategy 2023/ 2026</li> <li>- Allocating Risk Management as a specific responsibility of the Audit &amp; Standards Committee [complete]</li> </ul> </li> </ul>	Sally Turnbull	Leader / Performance & Finance	January 2024
2d	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	<ul style="list-style-type: none"> <li>• Procurement, including:               <ul style="list-style-type: none"> <li>– Procurement and Financial Management Training and Awareness</li> <li>– Response to Government’s Procurement Bill 2024/25</li> </ul> </li> </ul>	Emmanuel Phares / Bob Watson	Leader / Performance & Finance	January 2024
2e	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	<ul style="list-style-type: none"> <li>• Democratic governance, including:               <ul style="list-style-type: none"> <li>– Committee arrangements and governance including public question time, petitions, resident panels, Committee seat allocations etc.</li> </ul> </li> </ul>	Rachel Whillis	Governance Working Group & Full Council	January 2024



No	LGA Recommendations	Actions	Responsible Officer	Executive Portfolio	Target dates
3.	Develop a future Engagement Plan with Partners	Identify the Council's key partners (including statutory, voluntary, business, Local Authority) and document: <ul style="list-style-type: none"> <li>• Primary point of contact</li> <li>• Communication channel / mechanism</li> <li>• Key relationships (e.g. external Member appointments)</li> </ul> Append to the new Communications Strategy	Joe Whitfield / Renée France / Joe Walsh / Rachel Whillis	Inclusion & Housing / Leader	March 2024



No	LGA Recommendations	Actions	Responsible Officer	Executive Portfolio	Target dates
4.	Enhance the role of Scrutiny – use it to its full potential, actively engaging Members	<ul style="list-style-type: none"> <li>• Undertake Member scrutiny training [complete]</li> <li>• Increase number of scrutiny committee meetings [complete]</li> <li>• Introduce public questions at the start of Scrutiny meetings. [complete]</li> <li>• Implement pre-scrutiny committee questions. [complete]</li> <li>• More pre-scrutiny of matters (e.g. parking strategy, updated Corporate Strategy), in discussion with Scrutiny Chair. [December/January 2024]</li> <li>• Possible Task &amp; Finish review(s) as opportunities arise [ongoing]</li> </ul>	Rachel Whillis / Gavin Ramtohal	Leader	<p>Complete October 2023</p> <p>Dec/Jan 2024</p>



No	LGA Recommendations	Actions	Responsible Officer	Executive Portfolio	Target dates
5	Create a continuous member development plan, informed by Members, to support them in their roles	<ul style="list-style-type: none"> <li>Continue to implement current Member induction/Training programme</li> <li>Conduct a Member training needs survey to inform the use of the 2024/25 Member training budget (in addition to the Group Leader survey which has already taken place).</li> </ul>	Rachel Whillis	Leader	March 2024
6a	Ensure Climate Net-Zero is integrated into the Council's culture and appropriately resourced	<ul style="list-style-type: none"> <li>Climate Net-zero is integral part of New Corporate Strategy being produced.</li> </ul>	Sue McCubbin / Sarah Bainbridge / Nick Steevens	Net-zero, well-being and environment.	February 2024
6b	Ensure Climate Net-Zero is integrated into the Council's culture and appropriately resourced	<ul style="list-style-type: none"> <li>Staff and Member training offered to all and built in to new staff inductions.</li> </ul>	Cameron Dent / Sue McCubbin / Sarah Bainbridge /	Net-zero, well-being and environment.	February 2024



No	LGA Recommendations	Actions	Responsible Officer	Executive Portfolio	Target dates
7a	Develop an EDI training plan including all protected characteristics	<ul style="list-style-type: none"> <li>Develop a Diversity Training offer to support new Equalities Strategy coming next year including face-to-face training.</li> </ul>	Sarah Bainbridge / Sally Kipping / Renée France	Inclusion & Housing	Strategy - December 2023 / training - April 2024
7b	Develop an EDI training plan including all protected characteristics	<ul style="list-style-type: none"> <li>Equalities, Diversity &amp; Inclusion (EDI) Training e-learning place for all new starters. <b>[complete]</b></li> <li>Launch elearning 'certification' programme for EDI. requiring all staff to complete every three years, to ensure staff knowledge is regularly refreshed.</li> </ul>	Sarah Bainbridge	Inclusion & Housing	February 2024
7d	Develop an EDI training plan including all protected characteristics	<ul style="list-style-type: none"> <li>Member Equality training delivered. <b>[complete]</b></li> </ul>	Rachel Whillis	Inclusion & Housing	<b>Complete September 2023</b>
8	Make improvements to the working environment at Surrey Heath House	<ul style="list-style-type: none"> <li>Overall building plan, through engagement with staff, to be agreed (acknowledging likelihood of leaving SH House in medium term)</li> </ul>	Darren Burgess / Martin Breeden	Economic and Income Development	June 2024





No	LGA Recommendations	Actions	Responsible Officer	Executive Portfolio	Target dates
9a	Develop a digital vision that reflects engagement with staff and residents	<ul style="list-style-type: none"> <li>Finalise document outlining the vision for future development of IT within the Council. Has already been shared with staff representatives and needs to tie in with development of Customer Services Strategy.</li> </ul>	James Rutter /Stuart Field Lynn Smith / Bob Watson / Sally Kipping	Leader	December 2023

