

FAREHAM
BOROUGH COUNCIL

Annual Governance Statement

2014/15

Fareham Borough Council
Civic Offices, Civic Way, Fareham PO16 7AZ

Scope of Responsibility

Fareham Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Fareham Borough Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Fareham Borough Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

Fareham Borough Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*.



A copy of our code is on our website at:

http://www.fareham.gov.uk/about_the_council/strategies/policydocs.aspx

This statement explains how Fareham Borough Council has complied with the code and also meets the requirements of the Accounts and Audit (England) Regulations 2011, regulation 4(3) which requires all relevant bodies to prepare an annual governance statement.

The Purpose of the Governance Framework

The governance framework comprises the systems and processes, culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level.

It cannot eliminate all risk of failure to achieve policies, aims and objectives and can

therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the authority's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Fareham Borough Council for the year ended 31 March 2015 and up to the date of approval of the Statement of Accounts.

The Governance Framework

The key elements of the systems and processes that comprise Fareham Borough Council's governance arrangements are summarised in this document.

Community Communication

The Council's approach to communication is set out in the Communications and Engagement Strategy which is monitored and updated annually. We are seeing a consistent growth in followers on social media channels like Facebook and Twitter which give us ways to have informal two-way conversations with a wider range of people. We also use the Council Connect stand in the Town Centre to display a range of material on targeted themes throughout the year.

The Council has a Public Relations, Marketing and Consultation Team who coordinate and undertake community consultations using a variety of methods. These include an e-panel of nearly 2000 residents. We also carry out residents' surveys, although a review of this process is being carried out in 2015/16 to make the measures of customer satisfaction used more meaningful.

We are also putting more resources into managing face to face discussions about subjects of interest to the community. The Team also work with the media to convey important messages.

The team encourages all departments to seek advice on the best communication methods to be used for events and information, and when our equality objectives need to be considered.

Community Action Teams (CATs) have been established in ten neighbourhoods in the Borough. A review of the effectiveness of the CATS meetings from the customers point of view was completed in 2014/15 and these are now being used as and when needed to focus on hot topics of interest to that neighbourhood.



Council's Visions and Objectives

The Council's purpose and objectives are affected by changes in legislation and government. However, it uses the information from its communication channels to put these into a local context and identify local priorities.

Our Corporate Strategy 2011-2017 describes an overall vision for the Borough and sets out our priorities for improvement over a six-year period. This is updated and reviewed by the Executive annually and is available on our website.

http://www.fareham.gov.uk/about_the_council/strategies/keystrategies.aspx

The Leader of the Council also chairs discussions at the summer CATS meetings each year on the Council's vision, objectives, achievements and priorities.

The next major review is in progress and is scheduled to be completed by March 2016. This review is taking into account the learning from the 'System Thinking' work being undertaken throughout the organisation about what really matters to the customer.

A "Big Picture" report covering the hot topics in the Borough and what people are talking about is reviewed every six months by the Chief Executive's Management Team.



Service Quality and Value for Money

The Council is implementing a programme of cultural change which will lead to better quality and value for money services. We have been introducing 'Systems Thinking' into our services which redefines the purpose from the customers point of view and puts them at the heart of the processes we use to deliver them.

We have Local Service Agreements in place which set out how well we are doing on delivering key services in line with our corporate priorities. They are updated annually. The Local Service Agreements include a list of key performance measures which are monitored during the year and between years. These indicators are being revised as we determine what measures truly match the purpose of the service.

Internal audit and external inspections provide an independent layer of assurance on the services being provided.

The Council maintains a corporate efficiency action plan which identifies cost saving improvement actions. Additional efficiency actions, totalling £500k, were identified in 2014/15. £795k of actions from the previous year have been delivered. The Chief Executive's Management Team regularly review the delivery of the plan enabling a balanced and sustainable budget to be set for 2015/16, with sound prospects for the forthcoming budget year.

The Council continued to jointly buy goods and services with other Councils, and build upon successful services delivered jointly with other local authorities. In 2015/16 we are looking to further develop partnership working with neighbouring councils in relation to procurement .



The Council has been proactive in launching a transparency portal on its website, as linked below, which provides information and data about the way it is being run. This gets regularly updated.

[http://www.fareham.gov.uk/about the council/financial information/intro.aspx](http://www.fareham.gov.uk/about_the_council/financial_information/intro.aspx)

Member and Officer Roles and Responsibilities

The Council's Constitution sets out:

- How the Council operates.
- The roles, responsibilities and relationships between the different Council committees.
- How decisions are made and what procedures are to be followed.
- The roles of Executive Members, Committee Chairmen, Ward Councillors and Chief Officers.
- The functions, responsibilities and post holders of the statutory officers: Head of Paid Service, Monitoring Officer and Chief Finance Officer.

A member / officer protocol is also in place which establishes effective communication between the two roles. A major update of

the Constitution documentation is in progress to check that it matches legislative changes, includes all changes made as a result of a council decision and continues to serve as a single reference document that meet the needs of its users. An updated version of the constitution was published online in 2014/15 and a member and officer working group will be meeting periodically to further review the content. This has been concluded as a faster way to make updates without losing control over the process. The new Monitoring Officer is now embedded in the role and completed the training and development programme in 2014/15. The Council continues to subscribe to a national service to obtain advice where necessary.

Decision Making

The Constitution sets out how different types of decisions are made including who has responsibility for making them. The Monitoring Officer and Chief Finance Officer maintain their legal responsibilities to ensure that the Council acts legally and within its financial means. Meetings are held in public except where personal or confidential matters are being discussed. The Forward Plan highlights any 'key decisions' due to be made by the Council. The Scheme of Delegation sets out when and how the Executive Committee, portfolio holders and officers can

make Executive decisions. There are also schemes of delegation for the Planning Development Control and Licensing and Regulatory functions. The scheme of delegation to officers in relation to the Planning Committee was updated in 2014/15. following findings arising from the Planning System's Thinking review.

Where partnerships have been developed with other agencies, decision making powers and delegated powers are documented and presented to members.

Risk Management

The Council has carried out a major revision to its Risk Management framework and Policy which embed risk management into the everyday workings of the Council. A further review is planned for 2015/16 to apply System Thinking to the process. The arrangements are tested every three years by internal audit.

The last review was in 2013/14 and there were no major findings. A Central Risk Directory identifies the links between the corporate priorities, significant projects, top

risks managed by Heads of Service, all of which contribute to a single Corporate Risk Register. The Corporate Risk Register is owned and monitored by the Chief Executive's Management Team and reviewed every six months by the Audit and Governance Committee.

A major review of insurable risks was carried out in 2014/15 which resulted in some changes to the way and what insurance cover we purchase.

Codes of Conduct

In accordance with the Localism Act 2011 we have a Code of Conduct which sets out the behaviours expected from our members, and we have arrangements in place to deal with matters of ethics, honesty and Member conduct. A report was presented to the Audit and Governance Committee in March 2014, who have responsibility for overseeing the arrangements, reviewing how the first year of the current arrangements had gone.

A report is also presented annually to the Committee setting out the number of complaints about member conduct that have been received. In addition, any breaches of code handled by the Monitoring Officer are now being reported at the next available meeting.

The Council's Disciplinary Code of Conduct and Disciplinary Rules and Procedure aims to maintain appropriate standards of conduct at work by employees. It ensures that employees are treated fairly and supports an appropriate culture and working environment, through fair and effective management of disciplinary matters. The Trade Unions were consulted on the code and it was last amended in 2008. All new employees receive a copy of the code. Further guidance and processes, such as an electronic system where employees can register their interests, help ensure everyone is aware of the code. A revised policy on employee gifts and hospitality and interests has been drafted to meet the needs of the Bribery Act and will be finalised in 2015/16.

Member and Officer Development

A new modular induction and training programme is in place which all members are invited to participate in. The induction modules for new members are completed within a few months of being elected.

This programme is supplemented by specific topic briefings for all members. A total of 13 member training/briefing events took place in 2014/15 with 142 attendees in total, averaging 11 attendees per briefing.

In 2015/16 we will be refreshing the training plan and reviewing how well the new process is working for members.

Officer training & development is based around a simplified individual performance management process. There is a coordinated approach to the identification of the training

needs of the organisation which helps us make the most of money spent on employee development and training.

The Council receives the benefits of an on-line training suite called Skillgate and we have expanded our use of the authoring tool available to create our own local courses where the generic course does not meet our needs. For example, in 2014/15 a local safeguarding course was developed which better covered the services delivered by a district council. The facility was also used to role out Systems Thinking training across the council. Reviews of the effectiveness of the new processes adopted for training and development is planned for 2015/16

Academy10 - Windows Internet Explorer provided by Fareham Borough Council
http://www.fareham.skillgate.com/skg/home/acq_tut.cfm?ses=18333&a=b&acqiframe=0&portal=1&CFID=54561015&CFTOKEN=31753501

FAREHAM BOROUGH COUNCIL

Safeguarding Awareness

Safeguarding Awareness

- Introduction
- Safeguarding - What is it?
- What is Abuse?
- A Family Portrait & Vulnerable Adults
- Guidance & Reassurance
- So What Now?
- Conclusion

Welcome to Fareham's Safeguarding Awareness training module. The aim of this course is to increase your awareness and understanding of what Safeguarding means and how it might affect you as an employee of Fareham Borough Council.

Please work through the module which has been produced using both written learning material and video content. You will need access to a set of headphones for when you are watching the videos.

The course should take about half an hour to complete.
When you are ready to go to the next lesson, click on the link below.

[Proceed](#)

Change Management

The Council seeks to avoid complacency and continuously challenges the way it works. We are applying the 'Systems Thinking' approach to front line and support services and sharing the lessons learned to employees via 'show

and tell' days. As new ways of delivering services are adopted, the employee structure of the service is also reviewed so that resources match the revised process of working.

Financial Management

The Council has adopted an integrated approach to service and financial planning which allows for pressures and opportunities in service delivery to be considered and reflected in the financial plans of the Council at the earliest opportunity. The Council's Medium Term Finance and Treasury Management Strategies are updated each year and approved by Members.

Finances are monitored regularly through reporting and discussions with nominated budget holders, directors and the relevant portfolio holder. These meetings cover all aspects of service delivery that have a financial consequence.

Monthly summary financial information is published online for all Members and the public, showing actual performance against budgets for the year to date. This can be found at http://www.fareham.gov.uk/pdf/about_the_council/councilport.pdf.

Periodic financial reports showing expenditure against targets are prepared and presented to the Chief Finance Officer and Executive

Members. These reports focus on services with high spend or which are subject to fluctuations. Regular Accountants' meetings are held to ensure consistency in the financial services provided to Budget Managers, maintaining Accountants' knowledge of current developments and allowing experiences to be shared.

Quarterly reports on the Council's loans and investments are presented to the Chief Finance Officer, the Chief Executive Officer, and to the Council's Executive along with a set of indicators which measure the impact of capital investment decisions.

Treasury investments are made, having taken into account advice from the Council's treasury management consultants in order to reflect current market developments.

The Council's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

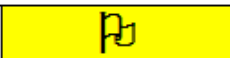

Internal Audit and Audit and Governance Committee

The Council has an internal audit service which delivers a risk based plan of work approved by the Audit and Governance Committee.

In 2014/15 the service was jointly delivered by an in-house team and an external contractor which helps the delivery of the whole scope of audit work and maintain independence.

Managers receive a report of findings following an internal audit review and an action plan is agreed to address any weaknesses found.

FINDINGS CATEGORIES

+	Advisory	
	Important	
	Essential	

These actions are tracked until they are completed. A new action management system has been developed in 2014/15 to improve the information available to managers and help capture updates on implementation. The system will be rolled out to users in 2015/16.

A summary of the work undertaken by internal audit and the findings are reported quarterly to the Audit and Governance Committee.

The new Public Sector Internal Audit Standards came into effect on 1st April 2013 and we have carried out a full assessment of our level of compliance. We considered that in 2014/15 we

fully conformed with 45 of the 52 standards and partially conformed with another 5. This reflects some improvements made in 2014/15 including an updated risk assessment of the audit universe and launch of a stronger Audit Strategy in terms of the needs of the organisation and compliance with the professional codes of practice.

The Council has an Audit Committee which undertakes the core functions in accordance with the CIPFA guidance. It reports directly to the Full Council. In 2012/13 the Audit Committee became the Audit and Governance Committee with its responsibilities extended to include those previously undertaken by the Standards Committee.

This Committee meets four times a year and receives reports covering the range of governance issues set out in its terms of reference. In particular it receives the Head of Audit's Annual Report and the External Auditor's Audit Results Report.

Ensuring Compliance with Relevant Laws and Policies

Fareham Borough Council and Southampton City Council have formed a legal partnership. This helps ensure that the Council has access to a wider range of solicitors for support. It also gives joint responsibility for ensuring the Council identifies changes in legislation and has the right policies and procedures in place to ensure on-going compliance.

A review has been carried out to agree the most significant laws and policies where assurance is needed as part of the governance framework. Part of this assurance is provided by the Internal Audit Service who carry out tests of compliance with key rules. Additional assurance mechanisms may be introduced to provide information on compliance with our policies when needed.

For example, in 2015/16 we will be piloting a new assurance process in relation to our Transport Policy.

Key policies are regularly reviewed to ensure they are up to date and relevant and new and refresher training is rolled out when considered appropriate.

For example, in 2014/15 investigator workshops were held giving updates on the Data Protection Act and Regulation of Investigatory Powers Act.

The Council's Financial Regulations are being reviewed. This is to streamline them down to the key rules that are necessary for the Council to manage its financial affairs within the resources available. All but one have now been reviewed and presented to the Audit and Governance Committee. The regulations are supported by a series of documents which give further guidance on the purpose of the regulations and methods to ensure compliance. These are then put into a series of procedure notes and manuals used by individual services.

Alternative methods of inducting new employees on the content of key policies are currently being considered.



Whistleblowing and Complaints

The Council's Whistleblowing Policy is reviewed every three years by the Audit and Governance Committee and was last updated in October 2013. The Policy is sent out as part of the pack of information given to new employees and periodic updates are communicated through the staff intranet.

Designated channels including electronic reporting methods are available for employees and members of the public. A central database recording incidents of whistleblowing and the results of investigations arising has been set up and all whistleblowing incidents are reported to the Audit and Governance Committee.

A formal complaints procedure is in place which consists of 2 stages (Head of Service review then Director review) plus an option to

go to the Local Government Ombudsman. Complaints to the Local Government Ombudsman are dealt with by designated Council officers. An annual report covering complaints made to the Local Government Ombudsman is received by the Audit and Governance Committee. The next report is due to be received in July 2015 where one conclusion of maladministration by the Council is expected.

Counter Fraud

The Council has adopted an Anti Fraud and Corruption Policy which is supported by a programme of work to review and strengthen our counter fraud arrangements. These include training, data matching exercises and strengthening our policies and procedures.

Risk assessments are being carried out on the top frauds faced by councils, to maximise the cost effectiveness of our approach to the prevention and detection of the risks posed by these frauds in our borough.

In 2014/15 the Council's benefit investigators were transferred to the Department of Work and Pensions. However, the Council has taken action to ensure that it still has professional

investigator resources available. Work will be carried out in 2015/16 to update our investigation and sanctions policies to reflect the changes.

Benefit cheat family members brought to book over Whiteley house



The family pleaded guilty to fraud charges.



by Kimberley Barber

kimberley.barber@fareham.gov.uk

published

07:39 Saturday 28 June 2014

THREE members of a family who faked rent books and forged signatures in order to claim housing benefit have been given conditional discharges.

The Audit and Governance Committee receive six -monthly updates on the work carried out on the counter fraud framework and the nature and results of investigations carried out.

Enhancing the Accountability of other Service Providers

The Council has identified the groups and organisations who we work with on a regular basis and who provide important services to the community themselves. We have also identified what we have in place to enhance their accountability for the services they deliver.

The Scrutiny Board plays an important role in working with other service providers and will invite them to appear at a meeting. The Scrutiny Board also receive an annual report on the performance of the multi-agency Community Safety Partnership which includes the police, probation and fire services.

Partnership Governance

The Council delivers some services by entering into partnership agreements. These are assessed for their significance in terms of the results they seek to deliver, their profile/reputation and the resources that are put into them. Failure of a significant partnership is one of the risks managed on the Council's Corporate Risk Register.

The Council maintains a Corporate List of its significant partnerships with links to the agreements in place. These were last reviewed by the Chief Executive's Management Team in March 2015 to confirm the significance of the partnership, review any potential governance issues and review how each is performing. 10 partnerships were deemed significant to the Council in 2014/15.

Lead officers are assigned to each partnership. They are responsible for day to day liaison and for providing the Chief Executive's Management Team with details of



any significant changes to the circumstances/ membership of the partnership. Senior Officers and/or Members sit on the board of the Council's significant partnerships and take an active part in discussions and decision making.

A new Joint Panel was set up in 2014/15 to oversee the new Environmental Health Partnership with Gosport Borough Council which was the recipient of an IESE award in 2015. Governance arrangements will be updated in 2015/16 for the Building Control Partnership which is expanding to include Portsmouth City Council.

Review of Effectiveness

Fareham Borough Council has responsibility for conducting a review of the effectiveness of its governance framework, including the system of internal control. This is done at least once a year. The review of effectiveness is informed by:

- The work of the Directors within the authority who have responsibility for the development and maintenance of the governance environment.
- The Head of Internal Audit's annual report.
- Comments made by the external auditors and other review agencies and inspectorates.

The review of effectiveness has been led by the Chief Executive's Assurance Group. This group has been set up by the authority to define the Governance Framework and gather assurances on its effectiveness. It consists of all members of the Senior Management Team, which includes the Monitoring Officer and Chief Finance Officer, and is chaired by the Chief

Executive Officer. The Head of Audit and Assurance also attends.

The group met once in the year and reviewed the following sources of evidence:

- Analysis of each of the 23 parts of our governance framework against current knowledge, including that provided by reports seen by the Chief Executive Officer's Management team during the year.
- Head of Audit's Annual Report 2014/15 including levels of recommendation implementation and results of the policy compliance testing.
- Summary of what reports and feedback we have received from external auditors, inspectors or other external agencies in the year.
- Review of progress made on the actions included in the previous Annual Governance Statement.

FAREHAM BOROUGH COUNCIL

CHIEF EXECUTIVE'S ASSURANCE GROUP AGENDA

Meeting to be held on 26 March 2015

at 15.00 in the Chief Executive's Office, Floor 7

Head of Internal Audit's Annual Report

Internal audit cannot give absolute assurance but an opinion was provided to the Audit and Governance Committee in September 2015.

The opinion given was that:

The Council had a framework of governance, risk management and control for the year 2014/15 which was generally working effectively. There is awareness amongst managers about their top risks and the importance of control mechanisms within the developing Systems Thinking culture, and the need to address any major weaknesses found.

The opinion is particularly based on the fact that:

- no “minimal” audit assurance opinions were again given this year;
- the service audited which had undergone a Systems Thinking intervention has been given a “strong” audit assurance opinion.
- there were no outstanding essential recommendations at the time of the 2014 recommendation survey.
- 2 of the 3 older recommendations targeted for assistance with implementation this year have now been signed off as implemented .

However, it is noted that 2 errors in income and expenditure totalling £1,000 were found this year during audits which is higher than in previous years.

Actions have been agreed where opportunities to enhance the adequacy and effectiveness of governance, risk management and control have been noted during the year. Key projects include:

- Applying Systems Thinking to the Risk Management framework
- Strengthening the processes which give assurance on compliance with the Council's Transport Policy by those who drive their own vehicles on Council business.
- Rolling out of the Data Protection refresher training that is being developed in Skillgate.
- Clarifying the ICT security and assurance responsibilities following the Systems Thinking intervention and team restructure.
- Updating the Financial Regulation on Procurement to be clear on the expectations in relation to pricing variation orders and reporting overspends.

External Assurances

The Council's independent external auditors for the year were Ernst and Young. They have worked throughout the year in accordance with their code of practice. The findings from the work carried out last year were

summarised in their Annual Audit Results Report which was presented to the Audit and Governance Committee in September 2014 and circulated to Members and the statutory officers. This report was



Other external inspections and audits undertaken during the year which have been used as a source of assurance included:

- Certification report from the External auditors 2014.
- Report of the Local Government Ombudsman 2013/14.
- Report of the Office of Surveillance Commission 2015.
- Food Standards Agency letter in 2015 confirming completion of actions.
- Inspections by the Driver and Vehicle Licensing Agency on our use of their web-enabled and batch enquiry services .
- Results of the Risk Management Standards Assessment Health checks carried out by Zurich Municipal in 2014.
- Results of IT Health checks (external and internal penetration tests) carried out by an external firm.
- Hampshire County Council review of our safeguarding arrangements.
- Partnership coverage by other internal audit teams.



Review of Effectiveness Conclusion

The conclusion from the review of effectiveness is that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework.

The Audit and Governance Committee have reviewed the sources of assurances used this year and have scrutinised the content of the Annual Governance Statement.

Actions taken to strengthen the Governance Arrangements in 2014/15

The annual review of effectiveness have identified that the following significant actions were taken during 2014/15 to strengthen our governance arrangements:

- ✓ Second phase of Systems Thinking work delivered. Five services have progressed through a Systems Thinking intervention with reported savings of £168,000 and significant improvement in service measures and customer satisfaction.
- ✓ Council website updated to publish information required under the Local Government Transparency Code 2014.
- ✓ Review of the effectiveness of the Community Action Team meetings from the customers point of view completed.
- ✓ A new Joint Panel was set up to oversee the new Environmental Health Partnership.
- ✓ Governance arrangements established for The Local Housing Company and the Western Wards Pool.
- ✓ Updated version of the constitution was published online and a new approach has been established to speed up updating the constitution in the future.
- ✓ Officer scheme of delegation updated following the outcomes of the Planning System Thinking intervention.
- ✓ Training and development undertaken by the new Monitoring Officer.
- ✓ Breaches of member code of conduct, which have been handled by the Monitoring Officer, are now being reported to the next available Audit and Governance Committee meeting.
- ✓ Local pay review completed.
- ✓ Review completed to rationalise our cover of insurable risks and align the approaches taken by neighbouring authorities.
- ✓ Expanded our use of the Skillgate authoring tool to create our own local online training courses where the generic course does not meet our needs.
- ✓ The new Internal Audit Strategy for the Council was devised and the risk assessment of the audit universe was updated.
- ✓ Investigator workshops were held giving updates on the Data Protection Act and Regulation of Investigatory Powers Act. (RIPA)
- ✓ The Councils RIPA policy was updated as recommended by the office of Surveillance Commissioners inspector and the new code of practice .
- ✓ Ensured investigative resources still available after officers transferred to the Department of Work and Pensions.
- ✓ Introduced council wide collation of statistics of fraud cases investigated and abuse found and published these in accordance with the transparency code.
- ✓ The new responsible team for business continuity were embedded in the role and first actions completed which were reported to the Audit and Governance Committee.

Planned Governance Improvements

Whilst there have been a number of improvements made through the year, the Council strives for continuous improvement. We have therefore selected the following improvements, identified from our review of effectiveness, for action next year:

- Complete the third phase of works to apply Systems Thinking to the Council's services.
- Review the residents' survey process to make the measures of customer satisfaction more meaningful.
- Governance arrangements to be established for the New Welborne Community and the Solent Enterprise Zone at the Daedalus site.
- Review the progress and impact of the new individual performance management initiative.
- Review the effectiveness of the new corporate approach to employee training.
- Further review the Risk Management Policy to apply Systems Thinking to the process.
- Finalise and launch the revised employee gifts and hospitality and interests policy.
- Refresh the member training plan and review how well the new process is working for members.
- Roll out the new action management system to improve the efficiency in the way that we manage recommendations arising from audit reports.
- Embed the new arrangements for Health and Safety Management .
- Roll out bespoke Data Protection training on Skillgate.
- Pilot the proposals to strengthen the assurance available on compliance with the Council's Transport Policy.
- Update the Sanctions and Redress Policy to reflect the changes that have occurred to benefits fraud investigation.
- Governance arrangements to be updated for the Building Control Partnership to take account of the new third partner.
- Carry out a fundamental review of the emergency planning process and apply System Thinking principles.

Certification

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Audit and Governance Committee, and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those to be specifically addressed with new actions are outlined above.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:

Councillor S.D.T. Woodward
Executive Leader
Fareham Borough Council

Dated: September 2015

Signed:

P.K.Grimwood
Chief Executive Officer
Fareham Borough Council

Dated: September 2015