

COMPLETED ACTIONS July/August 2018

Process area	REF.	ACTION	Action Priority	RESPONSIBLE OFFICER	DATE BY	IMPLEMENTATION STATUS	% COMPLETE	ON-TRACK RAG STATUS	RESPONSIBLE OFFICER UPDATE AS AT 31.07.18	REVIEW DATE
D. DUE DILLIGENCE (Incl. loans to 3rd parties)	15	• Establish a due diligence and compliance manual	H	Chief Financial Officer	31.3.18	Completed	50%		1. First stage (Loans Checklist) fully completed and in place. Second stage (production of the Manual itself) has not been decided yet as there is ongoing changes within the constitution and governance arrangements surrounding the approval of loans is generally more stringent than in previous years under the guidance of the S151 Officer.	30.6.18
F. EFFECTIVE DECISIONS - CABINET CLEARANCE PROCESS	22	• Deliver training on Equality Impact Assessments	H	Leadership Support	30.10.17	Completed	100%		Equalities training included in the Licence to Practice Programme dates confirmed for September 2018. Equalities training provider identified as Qube learning.	30.6.18
	31	Delivery of the Licence to Practice Organisational Development and Training Plan to address key governance areas to improve governance skill-sets and capacity	H	Borough Secretary/Interim HR Manager	31.12.18	Partially Implemented	75%	Ongoing	A review of the plan has identified areas where internal training can be facilitated and specialist areas for external consultants i.e due diligence, risk management & some elements of project management. This is an ongoing project that will incorporate numerous training courses throughout NBC over the next 18 months.	30.6.19
G. GOVERNANCE	34	Ensure there are adequate processes (incl. planning, engagement and best practice processes) in place in 17/18 to produce the Annual Governance Statement (AGS) in a timely manner	H	Governance & Risk Manager	31.5.18	Partially Implemented	99%		The 17/18 AGS is in draft form.	31.3.19