

**SOUTH SOMERSET DISTRICT COUNCIL  
ANNUAL GOVERNANCE STATEMENT**

**2010/11 ACTION PLAN**

No.	Issue	Responsible Officer	Actions	Current Status
1	A robust framework will be embedded for the monitoring and collection of <b>S106 contributions</b>	<b>David Norris</b>	Implement a framework for the monitoring and collection of S106 contributions.	Officer appointed to oversee S106's New electronic database system installed and currently being populated with historic data.
2.	Ensure awareness and compliance with <b>Government Connect</b> through all staff completing learning pool modules;	<b>Roger Brown</b>	Complete policies and publish on Insite and complete a training programme for staff	Policies are now in place and a training programme is being drawn up
3.	Provide further training for staff on the <b>Use of Information Technology Policy</b> to ensure all staff are aware and comply with the policy	<b>Roger Brown</b>	All staff to be trained in the new policies.	Training now complete. A leaflet has been sent to non ICT and casual staff so they are aware of the policies.
4.	Introduce training and awareness refreshers for the <b>Corporate Performance Team on Risk, Local Code of Corporate Governance</b> , and best practice in <b>Service Planning</b> ;	<b>Donna Parham</b>	Improve the overall governance of the authority through training and ensuring managers are aware of their responsibilities in all areas of governance.	Training was given to Corporate Performance Team in July 2010. Managers have been requested to work through the Statement of Operational Controls and ensure they are familiar with their governance responsibilities by the 31 <sup>st</sup> March 2011.

No.	Issue	Responsible Officer	Actions	Current Status
5.	To use the results of the <b>Ethical Governance Survey</b> to identify and concentrate on those areas requiring further development, improvement or support.	<b>Ian Clarke</b>	Standards Committee to consider outcomes and devise a training plan to meet identified needs.	The Government has decided to abolish Standards Committees.
6.	Produce a <b>Fraud and Data Strategy</b> to link all anti-fraud work and improve officer awareness of <b>anti-fraud</b> and <b>whistle blowing policies</b> .	<b>Lynda Creek</b>	Strategy and action plan to be produced and adopted by Council. Training to be arranged for both officers and members.	The strategy is on course to be presented to Council for approval by the end of June 2011. Once approved, the anti-fraud and whistle blowing policies will be updated and training provided for officers and elected members on the key elements.