

**SOUTH SOMERSET DISTRICT COUNCIL  
ANNUAL GOVERNANCE STATEMENT**

**2011/12 ACTION PLAN**

No.	Issue	Responsible Officer	Actions	Current Status
1	Ensuring that a robust framework is embedded for the monitoring and collection of <b>S106 contributions</b>	<b>David Norris</b>	The framework put in place for S106 contributions is complete but it will be monitored in 2011/12 for effectiveness	Officer appointed to oversee S106's Monitoring system. Report format/process agreed by DX. Regular reports to Area Committees. Clean bill of health given by Internal Audit.
2.	Ensure awareness and compliance with <b>Information Technology Policies</b> ;	<b>Roger Brown</b>	Provide further training for staff on Information Technology Policies to ensure all staff are aware and comply with the policies	Policies are now being updated and a training programme is being drawn up. A new version of Policy Manager is being tested and will enable us to measure staff awareness.
3.	Ensure that SSDC meets with the requirements of the <b>Bribery Act 2010</b>	<b>Donna Parham</b>	To consider and introduce/incorporate a policy and training where necessary for staff and elected members on the Bribery Act 2010.	Policy now approved by Audit Committee. Training/ awareness yet to take place
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>	Training to take place through the Corporate Performance Team. This needs to take into account the transfer of the Risk Register to TEN, and a review of the Local Code of Corporate Governance and Service Planning.	Training has taken place with the transfer of the risk register to TEN. Service planning has been revised and simplified and rolled out to Corporate Performance Team
5.	To ensure that there is guidance for members on conduct once the Standards Committee is abolished.	<b>Ian Clarke</b>	To introduce a <b>Voluntary Code of Conduct</b> for elected members following the abolition of the Standards Committee.	There will now still be a compulsory code but the form it will take is not yet known. It will be for local authorities to put in place their own procedures relating to how complaints will be dealt with and the sanctions that could be imposed.

No.	Issue	Responsible Officer	Actions	Current Status
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>	Complete the <b>Fraud and Data Strategy</b> to link all anti-fraud work	2nd draft of Strategy being finalised and will then go for consultation before going through the adoption route via committee. Hope to have approved by April 2012 (depending upon other work commitment) and then rolled out to staff alongside updated Fraud etc policy and Whistleblowing Policy