

**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 S106 contributions	David Norris	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 and a further check up currently underway.
2.	Ensure awareness and compliance with Information Technology Policies	Roger Brown	Provide further training for staff on Information Technology Policies to ensure all staff are aware and comply with the policies	The majority of staff have attended the first phase of ICT policy awareness sessions, new staff are being picked up at induction stage. *All staff attending DPA awareness sessions (being jointly run with Legal Services) and managers are required to have a service contact for issues, training etc. *There is an online system that is used for staff training. *Policy Manager now live and compliance reporting in place.
3.	Ensure that SSSC meets with the requirements of the Bribery Act 2010	Donna Parham	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. Members made aware through Inform. Staff awareness will be checked through the Statement of Operational Service Internal Controls that managers must sign on an annual basis.
4.	Introduce training and awareness refreshers for the Corporate Performance Team on Risk, Local Code of Corporate Governance, and best practice in Service Planning;	Donna Parham	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.	Ian Clarke	To introduce a Voluntary Code of Conduct 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.

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6.	Produce a Fraud and Data Strategy to link all anti-fraud work and improve officer awareness of anti-fraud and whistle blowing policies .	Lynda Creek	Complete the Fraud and Data Strategy 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