

LGA CORPORATE PEER CHALLENGE – ACTION PLAN

Action Plan



No	LGA Recommendations	Actions	Responsible Officer	Executive Portfolio	Target dates
Ia	A financially sustainable budget to be developed; including scenario planning for regeneration options	<ul style="list-style-type: none"> Implement Base Budget Review 2023/24 savings. 	Bob Watson	Performance & Finance	March 2024
Ib	A financially sustainable budget to be developed; including scenario planning for regeneration options	<ul style="list-style-type: none"> Agree savings at another Base Budget Review in 2024/25. 	Bob Watson	Performance & Finance	July 2024
Ic	A financially sustainable budget to be developed; including scenario planning for regeneration options	<ul style="list-style-type: none"> Agree new MTFS February 2024 which will include scenario planning. 	Bob Watson	Performance & Finance	February 2024
Id	A financially sustainable budget to be developed; including scenario planning for regeneration options	<ul style="list-style-type: none"> Ensure all financial planning aligns with long term vision and plans for the Town Centre's growth and improvement – report to Property & Regeneration Working Group. 	Martin Breedon	Performance & Finance	March 2024



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2a	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	Publish new Annual Governance Statement and a short briefing paper setting out the additional steps to be taken to strengthen governance arrangements.	Sarah Bainbridge / Sally Kipping / Bob Watson / Gavin Ramtohal	Leader / Performance & Finance	January 2024
2b	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	<ul style="list-style-type: none"> Project Management, including: <ul style="list-style-type: none"> Project Management Principles PM Toolkit Training requirements Governance & reporting List of key projects 	Sarah Bainbridge	Leader / Performance & Finance	January 2024
2c	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	<ul style="list-style-type: none"> Risk Management, including: <ul style="list-style-type: none"> Service-level risk registers to sit under the agreed Risk Management Strategy 2023/2026 	Sally Turnbull	Leader / Performance & Finance	January 2024



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2d	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	<ul style="list-style-type: none"> Procurement, including: <ul style="list-style-type: none"> Procurement and Financial Management Training and Awareness Response to Government's Procurement Bill 2024/25 	Emmanuel Phares / Bob Watson	Leader / Performance & Finance	January 2024
2e	Complete a review of governance and develop an Action Plan encompassing risk management, project management, procurement	<ul style="list-style-type: none"> Democratic governance, including: <ul style="list-style-type: none"> Committee arrangements and governance including public question time, petitions, resident panels, Committee seat allocations etc. 	Rachel Whillis	Governance Working Group & Full Council	January 2024
3.	Develop a future Engagement Plan with Partners	<p>Identify the Council's key partners (including statutory, voluntary, business, Local Authority) and document:</p> <ul style="list-style-type: none"> Primary point of contact Communication channel / mechanism Key relationships (e.g. external Member appointments) 	Joe Whitfield / Renée France / Joe Walsh / Rachel Whillis	Inclusion & Housing / Leader	March 2024



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4.	Enhance the role of Scrutiny – use it to its full potential, actively engaging Members	<ul style="list-style-type: none"> • Undertake Member scrutiny training [complete] • Increase number of scrutiny committee meetings [complete] • Introduce public questions at the start of Scrutiny meetings. [complete] • Implement pre-scrutiny committee questions. [complete] • More pre-scrutiny of matters (e.g. parking strategy, updated Corporate Strategy), in discussion with Scrutiny Chair. [December/January 2024] • Possible Task & Finish review(s) as opportunities arise [ongoing] 	Rachel Whillis / Gavin Ramtohal	Leader	<p>Complete October 2023</p> <p>Dec/Jan 2024</p>
5a	Create a continuous member development plan, informed by Members, to support them in their roles	<ul style="list-style-type: none"> • Continue to implement Member Induction/Training programme. 	Rachel Whillis	Leader	On-going



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5b	Create a continuous member development plan, informed by Members, to support them in their roles	<ul style="list-style-type: none"> Conduct a Member training needs survey to inform the use of the 2024/25 Member training budget (in addition to the Group Leader survey which has already taken place). 	Rachel Whillis	Leader	March 2024
6a	Ensure Climate Net-Zero is integrated into the Council's culture and appropriately resourced	<ul style="list-style-type: none"> Climate Net-zero is integral part of New Corporate Strategy being produced. 	Cameron Dent / Sue McCubbin / Sarah Bainbridge / Nick Steevens	Net-zero, well-being and environment.	February 2024
6b	Ensure Climate Net-Zero is integrated into the Council's culture and appropriately resourced	<ul style="list-style-type: none"> Staff and Member training offered to all and built in to new staff inductions. 	Cameron Dent / Sue McCubbin / Sarah Bainbridge / Nick Steevens	Net-zero, well-being and environment.	January 2024
6c	Ensure Climate Net-Zero is integrated into the Council's culture	<ul style="list-style-type: none"> Establish Climate Change Graduate Post to help drive greater integration into Council activities and practices. 	Cameron Dent / Sue McCubbin / Sarah	Net-zero, well-being and environment.	March 2024



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	and appropriately resourced		Bainbridge / Nick Steevens		
6d	Ensure Climate Net-Zero is integrated into the Council's culture and appropriately resourced	<ul style="list-style-type: none"> Regular features on the staff engagement platform, wider management meetings and all staff briefings. 	Cameron Dent / Sue McCubbin / Sarah Bainbridge / Nick Steevens	Net-zero, well-being and environment.	On-going
6e	Ensure Climate Net-Zero is integrated into the Council's culture and appropriately resourced	<ul style="list-style-type: none"> Create Staff Climate Network (including Bi-annual monitoring of staff progress on climate change and actions presented to WMT). 	Cameron Dent / Sue McCubbin / Sarah Bainbridge / Nick Steevens	Net-zero, well-being and environment.	March 24
7a	Develop an EDI training plan including all protected characteristics	<ul style="list-style-type: none"> Equalities, Diversity & Inclusion (EDI) Training in place for all new starters. 	Sarah Bainbridge	Inclusion & Housing	Complete September 2023
7b	Develop an EDI training plan including all	<ul style="list-style-type: none"> Develop a Diversity Training offer to support new Equalities Strategy 	Sarah Bainbridge /	Inclusion & Housing	Strategy - December 2023 /



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	protected characteristics	coming next year including face-to-face training.	Sally Kipping / Renée France		training - February 2024
7c	Develop an EDI training plan including all protected characteristics	<ul style="list-style-type: none"> Launch certification programmes for equalities, diversity and inclusion e-learning to ensure staff knowledge is regularly refreshed. 	Sarah Bainbridge	Inclusion & Housing	February 2024
7d	Develop an EDI training plan including all protected characteristics	<ul style="list-style-type: none"> Member Equality training delivered. 	Rachel Whillis	Inclusion & Housing	Complete September 2023
7e	Develop an EDI training plan including all protected characteristics	<ul style="list-style-type: none"> Informal women's group established in place and women's development pathway being introduced. 	Sally Kipping / Sarah Bainbridge	Inclusion & Housing	Completed August 2023
8a	Make improvements to the working environment at Surrey Heath House	<ul style="list-style-type: none"> Actions identified and being delivered through Staff Survey Action Plan. 	Sarah Bainbridge	Economic and Income Development	Complete August 2023



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8b	Make improvements to the working environment at Surrey Heath House	<ul style="list-style-type: none"> Commitment to enhancing office environment through investing in improvements/equipment that can be relocated in future (acknowledging likelihood of leaving SH house in medium term) such as providing a locker to any member of staff that needs one. 	Darren Burgess / Martin Breeden	Economic and Income Development	April 2024
8c	Make improvements to the working environment at Surrey Heath House	<ul style="list-style-type: none"> Overall building plan, through engagement with staff, to be agreed. 	Darren Burgess / Martin Breeden	Economic and Income Development	June 2024
9a	Develop a digital vision that reflects engagement with staff and residents	<ul style="list-style-type: none"> Finalise document outlining the vision for future development of IT within the Council. Has already been shared with staff representatives and needs to tie in with development of Customer Services Strategy. 	James Rutter / Stuart Field Lynn Smith / Bob Watson / Sally Kipping	Leader	December 2023



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9b	Develop a digital vision that reflects engagement with staff and residents	<ul style="list-style-type: none"> Consider the potential of using AI technology to enable more efficient and effective working and apply for any potential external funding to pilot new arrangements. 	Stuart Field/ James Rutter	Leader	March 2024

