

Issue	Action	Responsible officer	AGS section	Date achieved by
1. Member/Officer protocol – concerns raised that Members and Officers are not aware of the protocol	Ensure reference to the protocol during inductions  Refresher sessions together with Code of Conduct training for members to take place post July  Actions taken to ensure that all officers are aware of the protocol	AD Law and Governance	2.1.20	August/September 2012
2. Changes to the Standards Regime made by the Localism Act 2011 require the Authority to consider the discharge of its duty to promote and maintain high standards of conduct	Code of Conduct and arrangements for the determination of allegations in respect of that Code agreed by Council and put into place.	AD Law and Governance	3.1.2	July 2012
3. Overview and Scrutiny survey identified some concerns with respect to the effectiveness of the scrutiny function.	The new structure has been put into place and should continue to be reviewed throughout the year in respect of its effectiveness.	AD Democratic Services	B20	Ongoing
	The effectiveness of scrutiny generally should continue to be reviewed and appropriate systems put in place in light of changing needs.	AD Democratic Services	B20	Ongoing
4. Greater support required for ward members in their roles, and generally in respect of Member development	Development of member role profiles and Personal Development Plans during 2012/13	AD Democratic Services	2.1.18	30 September 2012
5. The Localism Act has introduced new possible	In light of the changes to governance models made by the	AD Democratic Services	4.1.7	October 2012

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governance models for local authorities.	Localism Act 2011, a briefing session for members to be held by INLOGOV to inform Members of the different governance models available to local authorities and allow discussion as to appropriate models for Milton Keynes Council.			
6. A Corporate Peer Review was undertaken by the Local Government Association, which identified some potential governance weaknesses	Action Plan to be made available by September	Director of Strategy	B52	September 2012
	Monitoring of progress of the action plan through CLT	Director of Strategy	B52	Ongoing
7. The Authority is currently undertaking a programme of Organisational Change, which may impact on governance processes in the Authority	OTP programme is in place, and to ensure that any governance issues are addressed, regular updates are to be supplied to the Cabinet and Scrutiny to allow consideration of governance and proper process.	Corporate Director for Children and Families	4.1.35 & 4.1.38	Ongoing
It has been identified that there is a need to raise awareness and understanding of the OTP among both Members and staff	Regular, refreshed communications to staff and Members	Corporate Director for Children and Families	6.1.7	Ongoing 2012/13
8. During an Internal Audit, declarations of pecuniary interests by officers were found to be inconsistent	Note to go out with all payslips to inform employees of their duties in respect of declarations and to ensure that declarations are being made consistently across the Authority	Head of Internal Audit	3.1.7	September 2012

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9. Ongoing focus on the implementation of the Workforce Strategy is required	Monitoring of progress through CLT and an annual report to Cabinet	AD Human Resources Strategy	2.1.11	
10. Concerns raised by the Audit Committee on the basis of internal and external audit reports into the Bridge Management Service and the handling of the Secklow Gate Bridge Incident, focusing on the safety of bridges and on the effectiveness of the Council's arrangements for incident management, contract management and governance	An action plan addressing these issues has been put into place and is currently being monitored through the portfolio office.  Regular updates on the action plan to be reported to Audit Committee/Cabinet during 2012/13	Corporate Director for Resources/CLT	B46	Dates as set out in action plan.  Ongoing updates to be agreed
	Internal Audit to undertake a follow up to the audit findings in September 2012	Head of Internal Audit	B46	September 2012
11. Procurement process have been altered and updated during 2011/2012 and require further embedding in 2012/13	The procurement processes have been significantly altered in the last year and ongoing review of its effectiveness should continue	AD Audit and Risk Management	4.1.33	Ongoing
12. The Audit Committee has raised concerns in respect of the effectiveness of the whistle blowing policy	Audit Committee to be informed on a regular basis of an overview of customer surveys on conclusion of whistle blowing investigations.	Head of Internal Audit	4.1.17	December 2012
	Audit Committee to continue to review the whistle blowing policy and its effectiveness to ensure	Head of Internal Audit	4.1.17	Ongoing

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	that it is fit for purpose. Items to be placed on Audit Committee agenda			
13. Concerns have been raised that IT systems and supporting policies may not be fit for purpose in respect of Member use	A review of Member access and IT issues is currently being undertaken and communications are to be issued clarifying Member use of IT.	AD IT and e-Government  AD Democratic Services	5.1.6	January 2013
14. The need to make adequate preparations in terms of structures and capacity for the Council to take on responsibility for the effective management of the HCA assets, development control in the expansion areas and the operation of the MK Tariff, and to ensure that the opportunity is taken to strengthen the Council's overall approach - as set out in the Scrutiny Panel report, "Putting the Magic back into Milton Keynes"	Governance arrangements be established and the transfer undertaken by way of a programme board to oversee the transfer of the assets and functions to the council and identify proposals for future arrangements in advance of the transfers taking place, including establishing a Development Company for Milton Keynes.  The board advises Cabinet on decisions and is guided at all times by the cross-party Cabinet Advisory Group and is informed by the recommendations of the Scrutiny Panel's report "Putting the magic back into MK."	Chief Executive	1.1.11	Cabinet to consider Heads of Terms to the transfer (June 2012)  Cabinet to consider detailed proposals for future governance arrangements (October 2012)  Target for transfer (December 2012)