

WAO Recommendations Tracker_Dec to June19_v1.2_ 19 July 19

Current R Jun-19

Status	Ref	Title of Audit	ACTION	LEAD Officer	KEY MILESTONES	Achievements to date: Dec 18 to June 19	Next Milestone
Open	1.3		<p>P2 Ensure records of delegated decisions made by officers are accurately recorded</p> <p>Improve transparency and create and publish a corporate record of executive decisions delegated to officers:</p> <ul style="list-style-type: none"> · Establish financial thresholds for recording decisions · Ensure that relevant officers and Cabinet 	Head of Legal & Democratic Services	2017/18	Officer delegated decisions relating to FPR 7 and CPR's have been trialled over a 3 month period using mod.gov system. A report highlighting the process has been presented to CMT who have approved roll out for the following delegated decisions: FPR 7 reports, CPR awards band c and d, officer delegated decisions from Cttee. REport amending the constitution will be scheduled for	Roll out and amendment of Constitution.
Open	1.21	WAO Good Governance 2016/17	P2 Whilst potential financial savings are consistently identified the Council should ensure that the process for concluding a review consistently identifies the intended impact for service users and the means by which that impact will be evaluated in the future.	Corporate Director (Resources)		Co-Production and Consultation and engagement strategies in draft and inputted to by various internal stakeholders first including the Policy Development Committee (PDC). Input will also be sought from partners. Sustainable Swansea web pages updated and being developed so links to outcomes and impact are clear.	Go forward for CMT and cabinet approval
Open	2.2	WAO Annual Improvement Report 2015/16	<p>Build relevant actions into the Innovation Programme, including:</p> <ul style="list-style-type: none"> · increasing employee empowerment · problem solving and learning, and; ensure delivery across all Service Areas through the performance review process <p>Proposal P4 Improve performance management by:</p> <ul style="list-style-type: none"> · Increasing the coverage, positive impact and frequency of formal staff appraisals. 	Head of HR/OD Leadership Team	2017/18	There is a corporate objective for 100% completion of appraisals. However, that cannot be accurately monitored due to systems issues and limited availability to online system for non-intranet users. Re-prioritised OD Implementation Plan being followed. Employee Benefits programme in place. Management Development Programme commenced.	Project to review and implement a revised Performance Management Policy and system (including appraisal) ongoing. Work ongoing to develop Managers toolkit.
Closed re 17-18 findings	2.3	WAO Savings Planning 2017/18	<p>P1 Strengthen financial planning arrangements by:</p> <ul style="list-style-type: none"> · ensuring that savings plans are sufficiently well developed and risk assessed before inclusion in the budget; · assigning responsibility for the delivery of all 	Chief Finance Officer	Annual budget setting. Quarterly budget	Balanced budget was set for 2019-20 by deadline and certificated as such by the S151 Officer. A stronger, more detailed medium term financial plan also approved, albeit with accepted risks and gaps to the overall savings ask. Outturn for 2018-19	First quarter report for 19-20 - likely indication of a £3m savings shortfall and some limited spending pressures on top. All Directors have

Open	3.2	Corporate Assessment 2014/15	P4 Ensure service business plans consistently incorporate workforce and asset management requirements as expected in corporate guidance Workforce Integrate workforce planning activities in all	Head of HR & OD Leadership Team	2017/18	Work commenced with Directorates to develop Sectional and Directorate Workforce plans	Work will continue to develop a corporate workforce plan by by 31st March 2020.
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