

Current Review Date: Dec-19

Status at 31/12/19	Area	Ref	Title of Audit	ACTION	LEAD Officer	KEY MILESTONES	Achievements to date: December 19 Dec-19	Next Milestone
Open	Governance	1.3	WAO Annual Improvement Report 2015/16	<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 members are aware of and understand the approach to be adopted Implement the approach through populating the appropriate section of the Council's website. 	Monitoring Officer & Chief Legal Officer	2017/18	Delegated Decisions Recording in place. Council adopted the new Contract Procedure Rules meaning that all Delegated Decisions over £1M shall be reported.	Work has commence on this and the Amendments to the Council Constitution report will be presented to Council in May 2020. The amendments will include widening the Call In to delegated decisions.
Open	Governance	1.21	WAO Good Governance 2016/17	<p>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.</p>	Section 151 Officer & Chief Finance Officer		Progress has bene severely impacted by substantial delays to UK and Welsh Government budget setting and means 20-21 budget consultation and approval process will be shortened and delayed. Effectively we are running down SSFFF and drawing that programme to a close and looking to refresh and relaunch new budget strategy for 20-21 onwards under the Deputy CX direction taking into account major changes proposed by WG to local government business, regional working etc.	Complete refresh and relaunch of replacement to Sustainable Swansea which will include a refocussing on outcomes as well as financials. Initial; development work being undertaken by Deputy CX supported by key officers. Will ultimately be a new policy for adoption by Council once drafted and consulted upon. When sufficiently developed to address the findings made re citizen/user outcomes it is then recommended that this action can be closed.
Open	Change	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; <p>ensure delivery across all Service Areas through the performance review process</p> <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. 	Strategic HR&OD Manager Leadership Team	2017/18	Proposals presented and agreed by Leadership Team	Preparation work to be undertaken between January and March with a view to launching pilots in Service areas across the Council from April onwards.
Open	Delivery	3.2	Corporate Assessment 2014/15	<p>P4 Ensure service business plans consistently incorporate workforce and asset management requirements as expected in corporate guidance</p> <p>Workforce</p> <ul style="list-style-type: none"> Integrate workforce planning activities in all Business Plans. All Business Plans consistently follow corporate guidance 	Strategic HR&OD Manager Leadership Team	2017/18	<p>Social Services;Adult Services and Child and Family</p> <ul style="list-style-type: none"> Age Profile completed Qualifications mapped Training Needs Surveys issued for AS and C&F – returns due mid Jan '20 <p>Education; EPR and Achievement and Partnership</p> <p>Major area restructures underway and nearing completion The work will be managed through Light touch PM methodology, with professional project management skills made available throughout.</p> <p>Place: Not all areas on board currently, but some quite advanced with their activities:</p> <p>Housing – Workshop completed, and working on identifying key areas such as apprenticeships and professional development in key specialisms to ensure retirements are replaced appropriately at the right time</p> <p>Culture – Workshop to be completed to get them started.</p> <p>Waste – not engaged yet, but Parks and Cleansing developing new roles and considering future needs for the service</p> <p>Highways and Transportation – engaged and keen, workshop required to get them started.</p> <p>CBS – well developed and work continues annually to match apprenticeship requirements directly to demand analysis – assistance offered but not required at this time. We provide an annual data update report to the HOS. Next one due in Jan 2020.</p>	<p>Social Services;Adult Services and Child and Family; • Succession planning roles</p> <ul style="list-style-type: none"> Apprentices opportunities identified Future Workforce Plan draftAge profile work to commence as part of full service WF snapshot (LP) <p>Education;Critical posts will be identified as part of the restructure reviews Workforce Plan will follow when all restructures completed</p> <p>Restructures required before workforce plan can be drafted, however, all areas will have been fully reviewed and restructured to be fit for the future challenges, with minimal changes required before 2022 allowing for stability to be re-established. Each area is restructuring concurrently, and additional work will be required when Schools will be looking at staffing reductions from February to May.</p>